

**Chapter 2 Procedures**

<b>1 ADD/CHANGE CONTRACT RECORDS .....</b>	<b>5</b>
1.1 Add Contract Information.....	5
1.2 Change Contract Information .....	9
1.3 Delete Contract Information .....	18
1.4 Inquire Contract Information .....	19
1.5 Add Contract Description.....	20
1.6 Change Contract Description.....	22
1.7 Delete/Insert Contract Description .....	24
1.8 Inquire Contract Description .....	27
1.9 Change Contract Entry Detail Record .....	28
1.10 Inquire Contract Entry Detail Record .....	36
1.11 Add Contract Line Information .....	37
1.12 Change Contract Line Information .....	40
1.13 Inquire Contract Line Information.....	42
1.14 Add Contract Notes .....	43
1.15 Change Contract Notes .....	44
1.16 Delete/Insert Contract Notes.....	46
1.17 Inquire Contract Notes.....	48
1.18 Maintain Contract Header Demographic Data.....	49
1.19 Maintain Contract Line Demographics Data .....	51
<b>2 ADD/CHANGE CONTRACT ACCOUNTING RECORDS.....</b>	<b>54</b>
2.1 Add Contract Accounting Records .....	54
2.2 Change Contract Accounting Records.....	57
2.3 Delete Contract Accounting Records.....	60
2.4 Inquire Contract Accounting Records.....	62
<b>3 ADD/CHANGE CONTRACT FISCAL YEAR RECORDS.....</b>	<b>64</b>
3.1 Add Contract FY Not to Exceed Amounts .....	64
3.2 Change Contract FY Not to Exceed Amounts .....	66
3.3 Delete Contract FY Not to Exceed Amounts .....	68
3.4 Inquire Contract FY Not to Exceed Amounts.....	69
3.5 Change Contract FY Retainage, Advance, and Deferred Comp Not to Exceed Amounts .....	70
3.6 Inquire Contract Retainage, Advance, and Deferred Comp Not to Exceed Amounts.....	72
<b>4 MAINTAIN CONTRACT PAYMENTS SCHEDULE.....</b>	<b>73</b>
4.1 Change Contract Payments Schedule Screen.....	73
4.2 Inquire Contract Payments Schedule Screen .....	75
4.3 Change Contract Payments Schedule Screen.....	76
4.4 Inquire Contract Payments Schedule Screen .....	78
<b>5 ADD/CHANGE CONTRACT APPROVAL RECORDS .....</b>	<b>79</b>
5.1 Contract Approval Processing .....	79
<b>6 MAINTAIN CONTRACT LABELS SCREEN .....</b>	<b>80</b>
6.1 Add Contract Labels Screen .....	80
6.2 Change Contract Labels Screen.....	82

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

6.3	Delete Contract Labels Screen.....	84
6.4	Inquire Contract Labels Screen.....	86
6.5	Add Contract Line Demographic Labels .....	87
6.6	Change Contract Line Demographic Labels .....	89
6.7	Delete Contract Line Demographic Labels.....	91
6.8	Inquire Contract Line Demographic Labels.....	93
<b>7</b>	<b>PRE-ENCUMBER CONTRACTS .....</b>	<b>94</b>
7.1	Processing Pre-Encumbrance to Accounting .....	94
7.2	Cancel Posted Pre-Encumbrance of Contracts.....	96
<b>8</b>	<b>ENCUMBER CONTRACTS .....</b>	<b>97</b>
8.1	Process Encumbrance To Accounting .....	97
8.2	Process Encumbrance Cancellation to Accounting.....	98
<b>9</b>	<b>CONTRACT COPYING PROCESS.....</b>	<b>99</b>
9.1	Copy a Contract Document.....	99
<b>10</b>	<b>ADD/CHANGE CONTRACT AMENDMENT/CHANGE RECORDS .....</b>	<b>101</b>
10.1	Add Contract Amendment/Change .....	101
10.2	Change Contract Amendment/Change .....	104
10.3	Delete Contract Amendment/Change Header Screen .....	110
10.4	Inquire Contract Amendment/Change Header Screen .....	111
10.5	Add Contract Amendment/Change Text.....	112
10.6	Change Contract Amendment/Change Text.....	114
10.7	Delete/Insert Contract Amendment/Change Text .....	116
10.8	Inquire Contract Amendment/Change Text .....	119
<b>11</b>	<b>ADD/CHANGE CONTRACT AMENDMENT ACCOUNTING DISTRIBUTION RECORDS.....</b>	<b>121</b>
11.1	Add Contract Amendment Accounting Distribution Screen .....	121
11.2	Change Contract Amendment Accounting Distribution Screen.....	124
11.3	Delete Contract Amendment Accounting Distribution Screen .....	128
11.4	Inquire Contract Amendment Accounting Distribution Screen .....	130
<b>12</b>	<b>ADD/CHANGE CONTRACT AMENDMENT APPROVAL RECORDS .....</b>	<b>132</b>
12.1	Contract Amendment Approval Processing.....	132
<b>13</b>	<b>PRE-ENCUMBRANCE CONTRACT AMENDMENTS.....</b>	<b>133</b>
13.1	Processing Pre-Encumbrance of Amendments to Accounting.....	133
13.2	Adjusting Posted Pre-Encumbrance of Amendment .....	136
<b>14</b>	<b>ENCUMBRANCE CONTRACT AMENDMENTS.....</b>	<b>138</b>
14.1	Process Encumbrance of Amendments To Accounting .....	138
14.2	Process Encumbrance Cancellation To Accounting .....	139
<b>15</b>	<b>PROCESS CANCELLATION OF REMAINING CONTRACT BALANCE – (CNB) ACCOUNTING CHANGE.....</b>	<b>140</b>
15.1	Add CNB Contract Accounting Change .....	140
15.2	Change CNB Contract Accounting Change.....	141

15.3 Inquire CNB Contract Amendments .....	142
<b>16 PROCESS CONTRACT ACCOUNT DISTRIBUTION SUBSTITUTION (SUB) ACCOUNTING CHANGE</b> .....	143
16.1 Add SUB Contract Accounting Change .....	143
16.2 Change SUB Contract Accounting Change .....	145
16.3 Inquire SUB Contract Accounting Change .....	147
<b>17 PROCESS CONTRACT ACCOUNT DISTRIBUTION ADJUSTMENT (ADJ) ACCOUNTING CHANGE</b> .....	148
17.1 Add ADJ Contract Accounting Change .....	148
17.2 Change ADJ Contract Accounting Change .....	149
17.3 Inquire ADJ Contract Accounting Change .....	150
<b>18 PROCESS CONTRACT INVOICE/PAYMENT INFORMATION</b> .....	151
18.1 Add Contract Invoice/Payment Information .....	151
18.2 Change Contract Invoice/Payment Information .....	153
18.3 Delete Contract Invoice/Payment Information .....	160
18.4 Inquire Contract Invoice/Payment Information .....	161
18.5 Add Contract Invoice Line Information .....	162
18.6 Change Contract Invoice Line .....	164
18.7 Delete Contract Invoice Line(s) .....	167
18.8 Inquire Contract Invoice Line .....	169
18.9 Add Contract Invoice Line Description .....	170
18.10 Change Contract Invoice Line Description .....	172
18.11 Delete/Insert Contract Invoice Line Description .....	174
18.12 Inquire Contract Invoice Line Description .....	176
18.13 Change Contract Payment Accounting Distribution – Multiple Screen .....	177
18.14 Inquire Contract Payment Distribution Screen .....	179
18.15 Change Contract Payment Accounting Distribution .....	180
18.16 Inquire Contract Payment Accounting Distribution – Single Screen .....	182
<b>19 PROCESS CONTRACT INVOICE/PAYMENT APPROVALS</b> .....	183
19.1 Electronic Payment Approvals .....	183
19.21 Contract Payment Approvals .....	185
<b>20 MAINTAIN CONTRACT RECOUPMENT RECORDS</b> .....	187
20.1 Add Contract Advance Refund Records .....	187
20.2 Change Contract Advance Refund Records .....	189
20.3 Delete Contract Advance Refund Records .....	191
20.4 Inquire Contract Advance Refund Records .....	193
<b>21 INQUIRE CONTRACT DATABASE RECORDS</b> .....	194
21.1 Inquiry Process .....	194
<b>22 CONTRACT SUMMARY PRINT</b> .....	197
22.1 Printing a Contract Summary .....	197
<b>23 CONTRACT AMENDMENT SUMMARY PRINT</b> .....	199
23.1 Printing a Contract Amendment/Change Summary .....	199

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

<b>24 MAINTAIN CONTRACT FY CONVERSION AMOUNTS .....</b>	<b>201</b>
24.1 Change Contract FY Conversion Amounts.....	201
24.2 Inquire Contract FY Conversion Amounts .....	203
<b>25 MAINTAIN CONTRACT COVER REQUEST.....</b>	<b>204</b>
25.1 Change Contract Cover Sheet Request .....	204
<b>26 PROCESS CONTRACT NON-PAYABLE INVOICE/PAYMENT INFORMATION .....</b>	<b>206</b>
26.1 Add Contract Non-Payable Invoice/Payment Information .....	206
26.2 Change Contract Non-Payable Invoice/Payment Information .....	208
26.3 Delete Contract Non-Payable Invoice/Payment Information.....	213
26.4 Inquire Contract Non-Payable Invoice/Payment Information.....	214
26.5 Electronic Payment Approvals for Non-Payable Invoice/Payments (KNPI) .....	215
26.6 Contract Non-Payable Payment Approval.....	217
<b>27 MAINTAIN CONTRACT VENDOR PERFORMANCE INFORMATION.....</b>	<b>219</b>
27.1 Change Contract Vendor Performance Information .....	219
27.2 Inquire Contract Vendor Performance Information.....	221
<b>28 MAINTAIN OFFICE OF CONTRACTUAL REVIEW (OCR) REPORTS .....</b>	<b>222</b>
28.1 Change OCR Reports .....	222
<b>29 PROCESS CONTRACT AUDIT RECORDS .....</b>	<b>224</b>
29.1 Add Contract Audit Records.....	224
29.2 Change Contract Audit Records .....	226
29.3 Delete Contract Audit Information .....	229
29.4 Inquire Contract Audit Records.....	230

## **1 ADD/CHANGE CONTRACT RECORDS**

### **1.1 Add Contract Information**

#### **Overview**

The CFMS user is provided the capability to add contract information for professional, consulting, social services, buildings, rentals and leases, and capital outlay construction contracts. This is accomplished by use of the KENT screen.

#### **Inputs**

- Contract number
- Base Contract Amount
- Contract Title
- Class/Subclass
- Document Type
- Vendor/Contractor Number
- Contracting Agency
- Contract User
- Contract Officer
- Fiscal Year
- Rollover Field
- Original Beginning Date
- Original Ending Date

#### **Outputs**

- Updated KONT Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract requirements.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.1 Add Contract Information

#### Cross-Reference

#### Steps

	<p><b>Contract Number</b> is a system assigned 6 digit number. Enter N or Next.</p> <p><b>Base Contract Amount</b> must be the maximum amount of the contract.</p> <p><b>Contract Title</b> is a short description of the contract. Line 1 is required.</p>
COMM 4: COMM	<p><b>Class/Subclass</b> must be a valid entry in COMM/COM2 Table. Approved CFMS classes begin with either 952 for social services contracts or 999 for all others that will be submitted to Contractual Review.</p>
INST 4: BTAB	<p><b>Status Code</b> must be a valid entry in BTAB Table SK (Status Code - Contract). If left blank on add, will default to 'INI'-Initialize CFMS Record.</p>
INST 4: BTAB	<p><b>Document Type</b> must be valid entry in BTAB Table (DK- Document Type-Contract).</p>
VEND 4: VEND	<p><b>Vendor/Contractor #</b> must be valid in the VEND database.</p>
AGCY 4: AGCY	<p><b>Contracting Agency</b> must be a valid and active agency in the AGCY table.</p>
AGCY 4: AGCY	<p><b>Contract User</b> must be valid and active agency in the AGCY Table or can also be populated with a 'GRP' series indicator to signify a group of participating agencies or an <b>R</b> series indicator to signify a region of participating agencies.</p>
AGCY 4: ABUY	<p><b>Contract Officer</b> must be a valid code entered in the ABUY table.</p>
INST 4: BINS	<p><b>Fiscal Year</b> must designate the fiscal year to be pre-encumbered or encumbered so that the appropriate KOFY, KSCD, and KACG records will be processed. Fiscal year must be in the range of the contract begin and end date fiscal years.</p> <p><b>Rollover</b> must be 'A', 'Y', or 'N'. 'Approval' indicates approvals are required before rollover can take place. 'Yes' indicates that rollover will occur automatically. 'No' indicates that the contract will not be allowed to rollover balances. On <b>ADD</b>, the default is 'N'.</p> <p><b>Original Beginning Contract Date</b> must be the original date that the contract legally begins.</p> <p><b>Original Ending Contract Date</b> must be the original date that the contract legally ends. It must be greater than or equal to the original Beginning Contract Date.</p> <p>User must have access and maintenance authority for the contract management system to add a record in KENT.</p>
INST 4: BAAT	<p>User must have access and maintenance header record authority in BAAT table for the contracting agency records to process this screen.</p>

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.1 Add Contract Information

<u>Cross-Reference</u>	<u>Steps</u>
	2. Add CFMS contract.
CFMS 4: KENT	3. If the user is not on the <b>KENT</b> screen, type <b>KENT</b> in the Function Line. Press RETURN/ENTER.  a. Type <b>CLEAR</b> in Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.  b. At the Contract Number field, type 'N' or 'Next'.  c. Using the TAB key, move to Contract Title field and type desired Contract Title. An optional second line is available for a continuation of the title.  d. Using the TAB key, move to Base Cont Amt field and type the maximum amount of the contract. Do not enter dollar sign or commas.  e. Using the TAB key, move to Class/Subclass field and type the Class/Subclass number.  f. Using the TAB key, move to Document Type field and type appropriate document type.  g. At the Vendor/Contractor Number field, type the vendor number of the awarded Contractor for this contract.  h. At the Contracting Agency field, type the code of the agency that is responsible for the contract.  i. At the Contract User field, type the code to which goods and/or services will be provided.  j. Using the TAB key, move to Contract Officer and type the contract officer that is responsible for the administration of the contract for the contracting agency. This code would be associated with the name of the person to which questions are directed concerning the contract.  k. Using the TAB key, move to FY field and type the fiscal year in which the contract should be pre-encumbered or encumbered. The Fiscal Year must be in the range of the contract Begin and End Date Fiscal Year.  l. Using the TAB key, move to Rollover field and type either 'A', 'Y', or 'N'. 'A' indicates approvals are required before rollover can take place. 'Y' indicates that rollover will occur automatically. 'N' indicates that the contract will not be allowed to rollover balances. On ADD, the default is 'N'.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.1 Add Contract Information**

#### Cross-Reference

#### Steps

- m. Using the TAB key, move to Original Beginning Contract Date field and type the official beginning date of the contract. Entering slashes in date fields is optional.
- n. Using the TAB key, move to Original Ending Contract Date and type the official ending date of the contract. The Original Ending Contract Date must be greater than or equal to Original Begin Contract Date. Entering slashes in date fields is optional.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL' .



## **1.2 Change Contract Information**

**Overview**                      The CFMS user is provided the capability to change individual contract information for a CFMS contract. This is accomplished by use of the KENT screen.

**Inputs**

- Required contract number
- Required changes to Agency Contract Number
- Required changes to Contract Title
- Required changes to Class/Sub-Class
- Required changes to Status Code
- Required changes to Document Type
- Required changes to Vendor/Contractor Number
- Required changes to Contracting Agency
- Required changes to Contract User
- Required changes to Contract Sub-Agency User
- Required changes to Contract Officer
- Required changes to Tracking Number
- Required changes to Building ID
- Required changes to Fiscal Year
- Required changes to Hold Payment Field
- Required changes to Accounting Required
- Required changes to Continuing Appropriation
- Required changes to Rollover Code
- Required changes to Prior Contract Number

- Required changes to Original Beginning Date
- Required changes to Original Ending Date
- Required changes to Agency Received Date
- Required changes to OCR Received Date
- Required changes to Approved Date
- Required changes to Budget Date
- Required changes to Legal Date
- Required changes to RFP Date
- Required changes to Perf Code
- Required changes to Received Perf Report
- Required changes to Notice Issued

**Outputs**

- Updated KONT Table

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the changes to be made to CFMS contract information.

**Agency Contract Number** is the number assigned by the agency.

**Contract Title** is a short description of the contract.

COMM 4: COMM

**Class/Subclass** must be a valid entry in COMM/COM2 Table.

INST 4: BTAB

**Status Code** must be a valid entry in BTAB Table SK (Status Code - Contract).

INST 4: BTAB

**Document Type** must be a valid entry in BTAB Table (DK- Document Type-Contract).

VEND 4: VEND

**Vendor/Contractor #** must be valid in the VEND database.

AGCY 4: AGCY

**Contracting Agency** must be valid and active agency in the AGCY table.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.2 Change Contract Information

Cross-Reference	Steps
AGCY 4: AGCY	<b>Contract User</b> must be valid and active agency in the AGCY Table or can also be populated with a ' <b>GRP</b> ' series indicator to signify a group of participating agencies or an <b>R</b> series indicator to signify a region of participating agencies.
AGCY 4: AADR	<b>Contract Sub-Agency User</b> must be valid and active sub-agency on the AGCY and AADR Table. If the Contract User is populated with a group or region designator the second (sub-agency) field is blank.
AGCY 4: ABUY	<b>Contract Officer</b> must be a valid code entered on the ABUY table.
INST 4: BTAB	<b>T-Number</b> must be a valid number in the BTAB Table Type TN (T-Number-CFMS). This is an optional field.  <b>Building ID</b> is an identification code for the building associated with the contract.
INST 4: BINS	<b>Fiscal Year</b> must be in the range of the contract begin and end date fiscal years.  <b>Hold Payment</b> must be checked (hold payment) or blank box (do not hold payment). If checked, hold payments for this record. Invoices can be added but not processed to the Accounting System.  <b>Accounting Required</b> must be a ' <b>Y</b> ' or ' <b>N</b> ' or ' <b>X</b> '. ' <b>Y</b> ' indicates that accounting is required. ' <b>N</b> ' indicates that accounting is not required for the contract. ' <b>X</b> ' indicates that this contract is monitored in CFMS and non-payable invoices will be entered on KNPI.  <b>Rollover Code</b> must be 'Approval' (Approvals are required), 'Yes' (Rollover will occur automatically), or 'No' (Contract will not be allowed to rollover balances).  <b>Continuing Appropriation</b> is a ' <b>Y</b> ' or ' <b>N</b> ' field. ' <b>Y</b> ', indicated by a checked box, means a continuing appropriation is used for this contract. ' <b>N</b> ' is indicated by a blank box. The field will default to ' <b>N</b> '.  <b>Prior Contract #</b> may be used to indicate the agency's prior contract number.  <b>Original Beginning Date</b> is the date the contract legally begins. It can be changed only at 'INI' or 'RDY' status.  <b>Original Ending Date</b> is the date the contract legally ends. Must be greater than or equal to the original Begin Contract Date. It can be changed only at 'INI' or 'RDY' status.  <b>Agency Received Date</b> is the date the contract was received by the agency's contract review office.

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 1.2 Change Contract Information

### Cross-Reference

### Steps

**OCR Received** is the date the contract was received by the Office of Contractual Review.

**Approved Date** is the date the contract is approved. If the contract is within the agency's contract delegated authority, then the contracting agency should assign the Date Approved. If electronic approvals are utilized, the date will populate when electronic approvals are complete. If OCR approval is required, only COR will be allow to assign the date approved. The date approved must be entered before payments can be made. When this date is entered by the Office of Contractual Review, the Contract Review Number will be generated and entered on the KONT record and displayed as the Contract Review Number.

**Budget Date** is the date the Office of Contractual Review receives the approval from the budget office. The field is maintained by the authorized users.

**Legal Date** is the date the Office of Contractual Review receives the approval from the legal division of the Division of Administration. The field is maintained by the authorized users in the Office of Contractual Review.

**RFP Date** is the date the Request for Proposal will expire for the contract. This cannot exceed three years from the beginning date of the contract. If the total Contract amount is over the agency's contract review dollar limit and pre-encumbrance has taken place, this field is maintained by authorized users of the Office of Contractual Review.

**Performance Code** must be a valid entry in the BTAB Table RC (Rating Code).

**Received Performance Report** is the date the performance evaluation report was received by the Office of Contractual Review. Field is a maintained by authorized users.

**Notice Issued** is the date entered by the system when a notice is issued to an agency. This field can be changed to spaces and another notice will be issued.

NOTE: User must have access and maintenance authority for the contract management system to add a record in KENT.

CFMS 4: KENT

2. If the user is not on the **KENT** screen, type **KENT** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the tab key, move to Contract Number field and type desired contract number if it is not already displayed.
  - b. Press RETURN/ENTER. Requested contract should be displayed.

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.2 Change Contract Information

#### Cross-Reference

#### Steps

3. Type **CHANGE** in the Function Line:
  - a. Using the TAB key, move to Agency Contract # and type the changes to an assigned contract number entered in accordance with agency policy. This is an optional field.
  - b. Using the TAB key, move to Contract Title field and type desired changes to Contract Title. A second line is available for a continuation of the title, however it is optional.
  - c. Using the TAB key, move to Class/Subclass field and type the changes to the Class/Subclass number. CFMS classes begin with 952 or 999.
  - d. Using the TAB key, move to Status Code and type the changes as authorized:

IF ...	THEN ...
Ready for Further Processing	Type status code = RDY
Supervisor Review	Type status code = SRV
Contract Officer Review	Type status code = ORV
Print Contract Financial/Management Information On-Line	Type status code = PRO
Sent to Agency	Type status code = ACY
Sent to Facility Planning & Control	Type status code = FPC
Approved & Executed by FPC	Type status code = AFP
Approved by Fiscal Section	Type status code = AFS
Submitting to Contract Review for Approval	Type status code = SCR
Review/Analyze by Contract Review Office	Type status code = RCR
Received from Office of Contract Review	Type status code = RCD
On hold at Office of Contract Review	Type status code = HLD
OCR Review Requested	Type status code = OCR
Disapproved-Contract Review Office	Type status code = DCR
Submitting to Attorney General Office for Approval	Type status code = SAO

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.2 Change Contract Information

Cross-Reference

Steps

IF ...	THEN ...
Received from Attorney General for Approval	Type status code = RAO
Attorney General Disapproved	Type status code = AGD
Submitting to Risk Management Office for Approval	Type status code = SRM
Received from Risk Management Office for Approval	Type status code = RRM
Risk Management Disapproved	Type status code = RMD
Submitting Civil Service Office for Approval	Type status code = SCS
Civil Service Disapproved	Type status code = CSD
Received from Civil Service Office for Approval	Type status code = RCS
Prepared & Mailed to Vendor	Type status code = PMV
Returned by Vendor, Not Executed	Type status code = RBV
Submitted for Processing	Type status code = SFP
Pre-Encumber On-Line Prior Approvals	Type status code = PEO
Initiate Approvals	Type status code = AIN
Encumber On-Line	Type status code = ENO
Encumber Batch	Type status code = ENB
Cancel Pre-Encumbrance	Type status code = CPE
Cancel Encumbrance	Type status code = CEN
Canceled-Management (No Accounting Related Information)	Type status code = CXM
Submitting to DOA Legal Division for Review	Type status code = SLE
Submitting to Budget Office for Review	Type status code = SBU
OCR Director Review	Type status code = SSS

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.2 Change Contract Information

#### Cross-Reference

#### Steps

- e. Using the TAB key, move to Document Type and type the changes. The type must be a valid document type in BTAB Table DK. They are:
- AGY - Agency
  - BRL - Building Rentals and Leases
  - COC - Capital Outlay Construction
  - CON - Consulting
  - COP - Cooperative Agreement
  - GOV - Governmental
  - MIS - Miscellaneous
  - MRC - Major Repair Construction
  - MRD - Major Repair Design
  - OCB - Owner/Contractor Bid
  - OCO - Owner/Contractor Non-Bid > 5000
  - OCU - Owner/Contractor Non-Bid < 5000
  - ODS - Owner/Designer Sel Board
  - OTH - Other
  - PER - Personal
  - PRO - Professional
  - SOC - Social Services
- f. Using the TAB key, move to Vendor/Contractor # and type the changes to the Contractor for this contract.
- g. Using the TAB key, move to Contracting Agency and type the changes to the code of the agency that is responsible for the contract.
- h. Using the TAB key, move to Contract User and type the changes to the code to which the goods and/or services will be provided.
- i. Using the TAB key, move to Contract User Sub-Agency and type the changes to the code associated with the sub-agency to which the services will be provided. If the Contract User is populated with a group or region designator, the second (sub-agency) field is blank. This field is optional.
- j. Using the TAB key, move to Contract Officer and type the changes to the contract officer that is responsible for the administration of the contract for that contracting agency. This code would be associated with the name of the person to which questions are directed concerning the contract.
- k. Using the TAB key, move to T-Number. Type the tracking number changes for the contract. This is an optional field.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.2 Change Contract Information

Cross-Reference	Steps
	<p>l. Using the TAB key, move to Building ID and type the changes to Building ID associated with the contract. This is an optional field and can be designated by the agency.</p> <p>m. Using the TAB key, move to FY field and type the changes to the fiscal year in which the contract should be pre-encumbered or encumbered. The Fiscal Year must be in the range of the contract Begin and End Date Fiscal Year.</p> <p>n. Using the TAB key, move to the Hold Payment field and type <b>Y</b> for <b>Yes</b> or <b>N</b> for <b>No</b>. If left blank it will default to a <b>N</b>. Only an authorized user can change this field.</p> <p>o. Using the TAB key, move to FY Rollover field and choose the appropriate radio button. '<b>A</b>' indicates approvals are required before rollover can take place. '<b>Y</b>' indicates that rollover will occur automatically. '<b>N</b>' indicates that the contract will not be allowed to rollover balances. "Approval" indicates that rollover will occur after electronic approvals are complete.</p> <p>p. Using the TAB key, move to Accounting Required field and chose the appropriate drop down box choice. '<b>Y</b>' indicates accounting is required for this contract. '<b>N</b>' indicates accounting is not required for this contract. '<b>X</b>' indicates this contract is non-payable and accounting encumbrance will be simulated.</p> <p>q. Using the TAB key, move to Continuing Appropriation and the button for 'Yes' or leave it blank for 'No'. This is used to indicate if the contract is subject to a continuing appropriation.</p> <p>r. Using the TAB key, move to Prior Number field and type the changes to prior contract number.</p> <p>s. Using the TAB key, move to Original Beginning Contract Date and, if contract is in 'INI' or 'RDY' status, the date can be changed.</p> <p>t. Using the TAB key, move to Original Ending Contract Date and, if contract is in 'INI' or 'RDY' status, the date can be changed.</p> <p>u. Using the TAB key, move to Agency Received field and type any changes to the date the contract was received by the agency's contract review office.</p> <p>v. Using the TAB key, move to OCR Received field and type the changes to the date the contract was received by the Office of Contractual Review.</p>



# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 1.2 Change Contract Information

### Cross-Reference

### Steps

- w. Using the TAB key, move to Approved Date field and type the date the contract is approved. If the contract is within the agency's contract review delegated authority, then the contracting agency may assign the Date Approved. If OCR approval is required, this date approved must be entered before payments can be made. When this date is entered by the Office of Contractual Review, the Contract Review Number will be generated and entered on the KONT record and displayed as the Contract Review No.
  - x. Using the TAB key, move to Budget field and type any changes to the date.
  - y. Using the TAB key, move to Legal field and type any changes to the date.
  - z. Using the TAB key, move to RFP field and type any changes to the date, if the total contract amount is over the agency's contract review dollar limit and pre-encumbrance has taken place.
  - aa. Using the TAB key, move to Performance Code field and type any changes to the rating code. This code must be a valid entry in the BTAB Table RC (Rating Code).
  - bb. Using the TAB key, move to Received Performance Report field and type any changes to the date.
  - cc. Using the TAB key, move to NTC Issued field. This field can be changed to spaces. Another notice will be issued. (When the date is spaces, the late performance report print date will be changed to spaces).
4. Press RETURN/ENTER. Requested contract information should be displayed.
- NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL' .

### 1.3 Delete Contract Information

**Overview** The CFMS user is provided the capability to delete contract information for a CFMS contract. This is accomplished by use of the KENT screen.

NOTE: For record to be deleted, status code must equal 'INI'.

**Inputs** • Required contract number

**Outputs** • Updated KONT Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |  |
|--------------|--|
| CFMS 4: KENT | <ol style="list-style-type: none"><li>1. Determine the contract to be deleted.<br/><br/>User must have access and maintenance for the contracting agency to delete a contract in KENT.</li><li>2. Delete CFMS contract information.</li><li>3. If the user is not on the <b>KENT</b> screen, type <b>KENT</b> in the Function Line. Press RETURN/ENTER.<ol style="list-style-type: none"><li>a. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to the Contract Number field, and type the desired contract number.</li><li>b. Press RETURN/ENTER. Requested contract record should be displayed.</li></ol></li><li>4. Type <b>DELETE</b> in the Function Line and press RETURN/ENTER.</li></ol> |
|--------------|--|

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 1.4 Inquire Contract Information

**Overview** The CFMS user is provided the capability to inquire individual contract information for a CFMS contract. This is accomplished by use of the KENT screen.

**Inputs** ● Required contract number

**Outputs** ● Display requested KONT record

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the KENT record to be inquired.
CFMS 4: KENT	2. If the user is not on the <b>KENT</b> screen, type <b>KENT</b> in the Function Line. Press RETURN/ENTER.  a. Type <b>INQUIRE</b> in the Function Line. Using the tab key, move to Contract Number field and type desired contract number.  b. Press RETURN/ENTER. Requested contract record should be displayed.

## 1.5 Add Contract Description

**Overview** The CFMS user is provided the capability to add description text relating to a specific contract in CFMS. This is accomplished by use of the KDES screen.

**Inputs**

- Required contract number
- Required description text

**Outputs**

- Update of KDES Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract for which description will be added and the text to be entered into contract description.

**Contract Number** must be a valid contract number for which the description is to be added.

**Description** is the text that will be used to describe a given contract. The first two lines of text will appear on the contract entry screen, immediately under the title lines.

2. To add KDES record status must be at 'RDY' or 'APC'.

CFMS 4: KDES

- a. If user is not in the **KDES** screen, type **KDES** in the Function Line. Press RETURN/ENTER.

- b. Type **INQUIRE** in the Function Line. Using the tab key, move to Contract Number field and type desired contract number if it is not already displayed. Press RETURN/ENTER.

- c. Type **GET** in the Function Line. Press RETURN/ENTER.

3. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out to get a blank line.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.5 Add Contract Description**

Cross-Reference

Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 1.6 Change Contract Description

### Overview

The CFMS user is provided the capability to maintain description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen. However, once a specific contract is approved by OCR, text cannot be changed by the agency.

### Inputs

- Required contract number
- Required changes to description text

### Outputs

- Update of KDES Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract number for which the user will change description text and the required change to text.

**Contract Number** must be a valid contract number for which the description is to be added.

**Description** is the text that will be used to describe a given contract. The first two lines of text will appear on the contract entry screen, immediately under the title lines.

2. Change KDES record in CFMS.

#### CFMS 4: KDES

- a. If user is not in the **KDES** screen, type **KDES** in the Function Line. Press RETURN/ENTER.
- b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number if it is not already displayed. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.
- c. Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

T - TOP (of page/text line record)

B - BOTTOM (of page/text line record)

U - UP (move text lines up one page or six lines of text)

D - DOWN (move text lines down one page or six lines of text)

R - RELATIVE (scroll to specific text line referenced in line number)

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.6 Change Contract Description

#### Cross-Reference

#### Steps

- d. If 'Relative' is selected, TAB to Line Number and enter the line number to go to.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.7 Delete/Insert Contract Description

**Overview** The CFMS user is provided the capability to delete and/or insert text lines of description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen. However, once a specific contract is approved by OCR, text cannot be changed by the agency.

- Inputs**
- Required contract number
  - Required text line action code
  - Required text action
  - Required changes to text

- Outputs**
- Update of KDES Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> <li>1. Determine the contract number for which the user will delete/insert description text and the required change to text.</li> <li>2. Delete/Insert text lines in KDES records.</li> </ol>
KONT 4: KDES	<ol style="list-style-type: none"> <li>a. If user is not on the <b>KDES</b> screen, type <b>KDES</b> in the Function Line. Press RETURN/ENTER.</li> <li>b. Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number if it is not already displayed. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li> <li>c. Using the TAB key, move to Text Action field and chose desired text action. Valid values are: <ul style="list-style-type: none"> <li>T - TOP (of page/text line record)</li> <li>B - BOTTOM (of page/text line record)</li> <li>U - UP (move text lines up one page or six lines of text)</li> <li>D - DOWN (move text lines down one page or six lines of text)</li> <li>R - RELATIVE (scroll to specific text line referenced in line number)</li> <li>I - INSERT (text after the line indicated in the Line Number field)</li> <li>X - DELETE (text line numbers indicated in the Line Number field)</li> </ul> </li> </ol>



# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 1.7 Delete/Insert Contract Description

### Cross-Reference

### Steps

- d. If 'Relative' is selected, TAB to Line Number and enter the line number to go to.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

  - a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
  - c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

  - a. If inserting text, type **C (CHANGE)** in the function line.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.7 Delete/Insert Contract Description**

#### Cross-Reference

#### Steps

- b. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 1.8 Inquire Contract Description

**Overview** The CFMS user is provided the capability to inquire text lines of description relating to a specific contract in CFMS. This is accomplished by use of the KDES screen.

- Inputs**
- Required contract number
  - Required text action
- Outputs**
- Display of requested KDES Table text lines

### Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> <li>Determine the contract number for which the user will inquire text.   <b>Contract Number</b> must be a valid contract number for which the description is to be added.   <b>Text Action field</b> and type desired text action code. Valid values are:   T - TOP (of page/text line record)  B - BOTTOM (of page/text line record)  U - UP (move text lines up one page)  D - DOWN (move text lines down one page)  R - RELATIVE (scroll to specific text line referenced in line number) </li> <li>Inquire KDES record text. <ol style="list-style-type: none"> <li>If user is not on the <b>KDES</b> screen, type <b>KDES</b> in the Function Line. Press RETURN/ENTER.</li> <li>Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>Using the TAB key, move to Text Action field and type desired text action.</li> <li>If '<b>R</b>' for 'Relative' is chosen, TAB to the Line Number and enter the line number to go to.</li> </ol> </li> <li>Press RETURN/ENTER. Requested record should be displayed.</li> </ol>
KONT 4: KDES	

## **1.9 Change Contract Entry Detail Record**

### **Overview**

The CFMS user is provided the capability to set up the payment basis and change and inquire certain data elements of the contract record. This is accomplished by use of the KEN2 screen.

### **Inputs**

- Required Contract Number
- Required Changes to Payment Billing Basis
- Required Changes to Payment Percent
- Required Changes to Payment Amount
- Required Changes to Retainage Billing Basis
- Required Changes to Retainage Percent
- Required Changes to Recoupment Billing Basis
- Required Changes to Recoupment Percent
- Required Changes to Deferred Compensation Billing Basis
- Required Changes to Deferred Compensation Percent
- Required Changes to Payment Frequency
- Required Changes to Day to Pay
- Required Changes to Beginning Pay Date
- Required Changes to Ending Pay Date
- Required Changes to Deferred Compensation Vendor
- Required Changes to Contract Funding Source-Federal
- Required Changes to Contract Funding Source-State
- Required Changes to Contract Funding Source-Bond
- Required Changes to Contract Funding Source-Other
- Required Changes to Contract Funding Source-Local

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.9 Change Contract Entry Detail Record

- Required Changes to Contract Funding Source-IAT
- Required Changes to Contract Funding Source-Self-Generated
- Required Changes to Performance Bond Required
- Required Changes to Percent of Performance Bond
- Required Changes to Amount Required for Bond
- Required Changes to Date Required for Performance Bond
- Required Changes to Received Date of Bond
- Required Changes to Expired Date of Bond
- Required Changes to Returned Date of Bond
- Required Changes to Renew Date of Bond
- Required Changes to Bond Type Code
- Required Changes to Bond Number
- Required Changes to Bond Company

#### Outputs

- Updated KONT Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine the contract requirements for payment processing.

INST 4: BTAB

**Payment Billing Basis** must be valid entry in BTAB Type Table KB (KB - Contract Payment Billing Basis). Valid entries are:

- ‘F’ - Frequency (system generated periodic payment)
- ‘S’ - Scheduled (system generated periodic payment or user generated payment)
- ‘M’ - Manual (user generated payments)
- ‘N’ - Not Applicable (no accounting required)

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.9 Change Contract Entry Detail Record

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	<p><b>Retainage Billing Basis</b> must be a valid entry in BTAB Type Table KB (KB - Contract Payment Billing Basis). Valid entries are:</p> <ul style="list-style-type: none"><li>'F' - Frequency</li><li>'S' - Scheduled</li><li>'M' - Manual</li><li>'N' - Not Applicable</li></ul>
INST 4: BTAB	<p><b>Recoupment Billing Basis</b> must be valid entry in BTAB Type Table (KB - Billing Basis for Contract Payments).</p> <ul style="list-style-type: none"><li>'F' - Frequency</li><li>'S' - Scheduled</li><li>'M' - Manual</li><li>'N' - Not Applicable</li></ul>
INST 4: BTAB	<p><b>Deferred Comp Billing Basis</b> must be valid entry in BTAB Type Table (KB - Billing Basis for Contract Payments).</p> <ul style="list-style-type: none"><li>'F' - Frequency</li><li>'S' - Scheduled</li><li>'M' - Manual</li><li>'N' - Not Applicable</li></ul>
INST 4: BTAB	<p><b>Payment Frequency</b> must be valid entry in BTAB Table FR (FR - Frequency Code). Valid entries are:</p> <ul style="list-style-type: none"><li>'B' - Bi-Weekly</li><li>'M' - Monthly</li></ul>
VEND 4: VEND	<p><b>Deferred Comp Vendor</b> must be valid and active vendor in the VEND Table.</p>
INST 4: BTAB	<p><b>Bond Type Code</b> must be valid entry in BTAB Table BN (BN - Bond Type Code).</p>
CFMS 4: KEN2	<p>2. If the user is not on the <b>KEN2</b> screen, type <b>KEN2</b> in the Function Line. Press RETURN/ENTER.</p> <ul style="list-style-type: none"><li>a. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number. If left blank on inquiry, the system will default to the first contract number in the database.</li><li>b. Press RETURN/ENTER. Requested contract should be displayed.</li></ul>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.9 Change Contract Entry Detail Record

#### Cross-Reference

#### Steps

3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Contact Person field and enter the contact person responsible for invoice/payment of contract. This is an optional field.
  - b. Using the TAB key, move to Payment Billing Basis field and enter a valid entry in BTAB Type Table KB (KB - Contract Payment Billing Basis). If 'S', must have indicated payment amounts on KSCD. If 'P', must indicate percent and KOFY record must exist. If 'M', do not enter percent or amount, the amount will be handled at time of invoice/payment on KINV. If 'N', accounting information is not required for this contract. If 'F' must enter payment frequency. System builds KEN2 with 'M' in this field on ADD of KENT.
  - c. Using the TAB key, move to Payment Percent field and enter percent. The number entered must be a whole number greater than zero. This is a required field if Payment Billing Basis is 'P'. The payment amount will be calculated as the entered percentage times the KOFY NTE amount. Do not make an entry in this field if Payment Billing Basis is 'F', 'S', 'M', or 'N'.
  - d. Using the TAB key, move to Payment Amount and enter the payment amount. If the payment billing basis equals 'F', payment amount is required. If payment billing basis equals 'S', 'P', 'M' or 'N', the payment amount must be blank.
  - e. Using the TAB key, move to Retainage Billing Basis and enter a valid entry in BTAB Type Table KB (KB - Contract Payment Billing Basis). If 'S', must have indicated retainage amount on KSCD. If 'P', must indicate retainage percent and KOFY record must exist. If 'M', the amount will be handled at time of invoice/payment on KINV. If left 'N', retainage will not be used for this contract. 'F' is not a valid entry.
  - f. Using the TAB key, move to Retainage Percent and enter the retainage percent. If the retainage billing basis equals 'P' then the retainage percent must be a whole number greater than 0. If 'S', 'M' or 'N', do not enter percent.
  - g. Using the TAB key, move to Recoupment Billing Basis and enter a valid entry from the BTAB Type Table KB (KB - Contract Payment Billing Basis). If 'S', must have indicated recoupment amounts on KSCD. If 'P', must indicate recoupment percent and a KOFY record must exist. If 'M', do not enter percent. The amount will be handled at time of invoice/payment. If left 'N', recoupment will not be used for this contract. 'F' is not a valid entry.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.9 Change Contract Entry Detail Record

#### Cross-Reference

#### Steps

- h. Using the TAB key, move to Recoupment Percent and enter the percent of recoupment. If the recoupment billing basis equals 'P' then the recoupment percent must be a whole number greater than 0. If 'M', 'S' or 'N', do not enter percent.
- i. Using the TAB key, move to Deferred Comp Billing Basis and enter a valid entry in BTAB Type Table KB (KB - Contract Payment Billing Basis). If 'S', must have indicated deferred compensation amounts on KSCD. If 'P', must indicate deferred compensation percent and a KOFY record must exist. If 'M', do not enter percent, the amount will be handled at time of invoice/payment. If 'N', deferred compensation will not be used for this contract. 'F' is not a valid entry.
- j. Using the TAB key, move to Payment Frequency and enter a valid entry in the BTAB Table FR (FR - Frequency Code) if the Payment Billing Basis equals 'F'. If the Payment Billing Basis equals 'S' or 'P', enter 'M' only. If Payment Billing Basis is 'M' or 'N', leave frequency blank.
- k. Using the TAB key, move to Day to Pay field and enter the payment day.
  - 1) If Payment Billing Basis equals 'F':
    - a) If semi-monthly, the first two positions will be '01' - '15' and the last two '16' - '28' or 'LA' (for the last day of the month).
    - b) If monthly, the first two positions will be '01' - '28' or 'LA'.
    - c) If bi-weekly, the first two position choices are MO, TU, WE, TH and FR for the day of the week payment is to take place.
  - 2) If Payment Billing Basis equals 'P' or 'S':
    - a) Indicate day to make the payment using '01-28' or 'LA' (for the last day of the month).
- l. Using the TAB key, move to Beginning Pay Date and enter the date payments are to begin for this contract. This date can not precede the contract begin date or the current date. This is a required field for periodic payment processing. If biweekly processing is used this date must be the same day of the week. For example, if the Day to Pay field is MO, then the date must represent a Monday.
- m. Using the TAB key, move to Ending Pay Date and enter the end date for processing of periodic payments for this contract. This is a required field for periodic payment processing.



## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.9 Change Contract Entry Detail Record**

#### Cross-Reference

#### Steps

- n. Using the TAB key, move to Deferred Comp Vendor and enter a valid vendor from the VEND Table. Vendor numbers are the nine digit FEIN or SSN plus a two digit location code. This is a required field if deferred compensation billing basis is equal 'P', 'S', or 'M'.
- o. Using the TAB key, move to Contract Funding Source - Federal and enter the amount of the contract that will come from federal funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- p. Using the TAB key, move to Contract Funding Source - State and enter the amount of the contract that will come from state funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- q. Using the TAB key, move to Contract Funding Source - Bond and enter the amount of the contract that will come from bond funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- r. Using the TAB key, move to Contract Funding Source - Other and enter the amount of the contract that will come from other funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- s. Using the TAB key, move to Contract Funding Source - Local and enter the amount of the contract that will come from local funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- t. Using the TAB key, move to Contract Funding Source - IAT and enter the amount of the contract that will come from IAT funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.9 Change Contract Entry Detail Record

#### Cross-Reference

#### Steps

- u. Using the TAB key, move to Contract Funding Source - Self-Gen and enter the amount of the contract that will come from self-generated funding sources. Funding Sources cannot be greater than the contract amount. This is an optional field and will default to a space. Do not enter dollar sign or commas.
- v. Using the TAB key, move to Performance Bond Required. This is a 'Yes' or 'No' field. Clicking on the button will result in a check mark, or a 'Yes'. Leave the button blank for 'No'. This is an optional field and will default to 'No'.
- w. Using the TAB key, move to Percent field and enter the percentage of the contract that the performance bond must equal. If the Performance Bond Required box is checked, there must be a value in either the Percent or Amount fields.
- x. Using the TAB key, move to amount field and enter the amount required for the bond. If the Performance Bond Required box is checked, there must be a value in either the Percent or Amount fields. Do not enter dollar sign or commas.
- y. Using the TAB key, move to Date Required and enter the date the performance bond is required. If the performance bond indicator is 'Y', this field is required.
- z. Using the TAB key, move to Received and enter the date that the bond was received. This is an optional field and will default to a space.
- aa. Using the TAB key, move to Expired and enter the expiration date of the bond. This date cannot be less than the date received. This is an optional field and will default to a space.
- bb. Using the TAB key, move to Returned and enter the date the bond was returned to the contractor. This date must be greater than the bond received date. This is an optional field and will default to a space.
- cc. Using the TAB key, move to Renew and enter the target date for the bond to be renewed. This date cannot be less than the date received. This is an optional field and will default to a space.
- dd. Using the TAB key, move to Bond Type Code and enter a valid entry in BTAB Table BN (BN - Bond Type Code). This is an optional field.
- ee. Using the TAB key, move to Bond Number and enter the bond number. This is required if the bond type code is equal to '2'.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.9 Change Contract Entry Detail Record**

#### **Cross-Reference**

#### **Steps**

- ff. Using the TAB key, move to Bond Company and enter the name of the bond company. This is required if the bond type code is equal to '2'.
4. Press RETURN/ENTER. Contract information should be displayed.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **1.10 Inquire Contract Entry Detail Record**

**Overview** The CFMS user is provided the capability to inquire certain data elements of the contract record. This is accomplished by use of the KEN2 screen.

**Inputs** • Required contract number

**Outputs** • Display requested KONT record

### **Completing The Procedure**

#### Cross-Reference

#### Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine the KEN2 record to be inquired.  |
| CFMS 4: KEN2 | 2. | If the user is not on the <b>KEN2</b> screen, type <b>KEN2</b> in the Function Line. Press RETURN/ENTER.   |
|              | a. | Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to the Contract Number field type desired contract number. If the Function Line is left blank, the system will default to the first contract number in the database. |
|              | b. | Press RETURN/ENTER. Requested contract header should be displayed.   |

### 1.11 Add Contract Line Information

#### Overview

The CFMS user is provided the capability to add contract lines. Once the class/sub-class is added on the KENT screen, then a KENL will be built with the class/sub-class indicated on KENT and an item number equal "000000" contract line number 00001. The user may change the information entered on line 00001 or add additional lines.

#### Inputs

- Required contract number
- Required contract line number
- Status code
- Required Class/Sub-class code
- Quantity
- Unit of measure
- Required Contract User
- Contract user sub-agency

#### Outputs

- Update of KLIN Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract line information to be added.

CFMS 4: KENT

**Contract Number** must be a valid and active CFMS record in the KONT Table.

**Line Number** specifies the five digit line number to be added.

COMM 4: COMM

**Commodity Class/Sub-class Code** must be valid code in COMM/COM2 Table.

**Commodity Description** defaults to the first two lines of the CSPC record for this commodity number. User can modify description by using KMOD.

**Quantity** is the amount being bought for the price indicated.

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.11 Add Contract Line Information

#### Cross-Reference

#### Steps

	<p><b>Unit of measure</b> must be a valid entry in BTAB Table Type UM (Unit of Measure).</p> <p><b>Unit Price</b> is the cost associated with the purchase of each unit.</p>
AGCY 4: AGCY	<p><b>Contract User</b> must be a valid and active agency in the AGCY Table or can also be populated with a '<b>GRP</b>' series indicator to signify a group of participating agencies or an '<b>R</b>' series indicator to signify a region of participating agencies.</p>
AGCY 4: AADR	<p><b>Contract User Sub-Agency</b> must be valid and active sub-agency on the AGCY and AADR Table. If the Contract User is populated with a group or region designator the second (sub-agency) field is blank.</p>
2.	<p>Add KENL record into CFMS.</p> <ol style="list-style-type: none"><li>If user is not on the <b>KENL</b> screen, type <b>KENL</b> in the Function Line. Press RETURN/ENTER.</li><li>Type <b>CLEAR</b> in the Function Line. Press RETURN/ENTER. Screen data entry fields should be blank and <b>ADD</b> inserted in the Function Line. Type the contract number for which the line information is to be added.</li><li>Using the TAB key, move to Line Number field and type desired line number.</li><li>The status code will default to 'RDY', if left blank on add.</li><li>Using the TAB key, move to Commodity Class/Sub-class field and type desired the commodity class/sub-class code. If item number is equal spaces, then '000000' will default to the field.</li><li>Using the Tab key, move to the Quantity field and type the desired quantity for the commodity entered.</li><li>Using the Tab key, move to the Unit of Measure field and type the desired unit of measure. The code entered must be a valid entry in BTAB for Table Type UM (Unit of Measure).</li><li>Using the Tab key, move to the Unit Price field and type in the desired unit price for the Commodity and Unit of Measure entered.</li><li>Using the TAB key, move to the Contract User and type the contract user of the KONT record. If left blank, it will default from contract user on KONT table. This field refers to the agency to which the items will be shipped or service will be provided.</li></ol>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.11 Add Contract Line Information**

#### Cross-Reference

#### Steps

- j. Using the Tab key, move to the Contract User Sub-Agency field and enter the sub agency address to which services will be provided.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.12 Change Contract Line Information

**Overview** The CFMS user is provided the capability to maintain contract line table information relating to a specific contract. This is accomplished by use of the KENL screen.

- Inputs**
- Contract number
  - Line number
  - Required changes to Status code
  - Required changes to Commodity Class/Sub-class code
  - Required changes to Commodity Description
  - Required changes to Quantity
  - Required changes to Unit of Measure
  - Required changes to Unit Price
  - Required changes to Contract User
  - Required changes to Contract User Sub-agency

- Outputs**
- Update of KENL Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the changes to the following fields:

INST 4: BTAB **Status Code** must be a valid code in the BTAB Table SK (Status Code - Contract).

COMM 4: COMM **Commodity Class/Sub-class Code** must be valid code in COMM/COM2 Table.

**Commodity Description** defaults to the first two lines of the CSPC record for this commodity number. User can modify description by using KMOD.

**Quantity** is the amount being bought for the price indicated.



## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.12 Change Contract Line Information

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	<p><b>Unit of Measure</b> must be a valid code in the BTAB Table Type UM (Unit of Measure).</p> <p><b>Unit Price</b> reflects the cost press RETURN/ENTER. quantity charged by the vendor.</p>
AGCY 4: AGCY	<p><b>Contract User</b> must be a valid and active agency in the AGCY Table or can also be populated with a '<b>GRP</b>' series indicator to signify a group of participating agencies or an '<b>R</b>' series indicator to signify a region of participating agencies.</p>
AGCY 4: AGCY	<p><b>Contract User Sub-agency</b> must be valid and active sub-agency on the AGCY and AADR Table. If the Contract User is populated with a group or region designator the second (sub-agency) field is blank.</p>
	<ol style="list-style-type: none"><li>2. Change KENL record in CFMS.<ol style="list-style-type: none"><li>a. If user is not on the <b>KENL</b> screen, type <b>KENL</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>c. Using the TAB key, move to Line Number field and type desired contract line number.</li></ol></li><li>3. Press RETURN/ENTER.</li><li>4. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to the desired field and type the desired changes.</li><li>5. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>

## **1.13 Inquire Contract Line Information**

### **Overview**

The CFMS user is provided the capability to inquire contract lines of information relating to a specific contract and line number in CFMS. This is accomplished by use of the KENL screen.

### **Inputs**

- Required contract number
- Required contract line number

### **Outputs**

- Display of requested KENL Table lines

### **Completing The Procedure**

#### Cross-Reference

#### Steps

CFMS 4: KENL

1. Determine the contract number and line number for which the user will inquire.
2. Inquire KENL record text.
  - a. If user is not in the KENL screen, type **KENL** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number and Line Number fields and type desired contract number and line number.
3. Press RETURN/ENTER. Requested record should be displayed.

### 1.14 Add Contract Notes

**Overview** The CFMS user is provided the capability to add notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

**Inputs**

- Required contract number
- Required notes text

**Outputs**

- Update of KNTE Table

### Completing The Procedure

Cross-Reference	Steps
	1. Determine the contract for which notes will be added and the text to be entered into contract notes.
CFMS 4: KNTE	2. If user is not on the <b>KNTE</b> screen, type <b>KNTE</b> in the Function Line. Press RETURN/ENTER. <ul style="list-style-type: none"> <li>a. Type <b>GET</b> in the Function Line. Type the desired contract number at the Contract Number field. If left blank on inquiry, the system will default to the first contract number in the database.</li> <li>b. Press RETURN/ENTER. If text is present, the text should be formatted to the screen. Otherwise, null lines (.) will appear.</li> <li>c. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out to get a blank line.</li> </ul>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.15 Change Contract Notes

#### Overview

The CFMS user is provided the capability to maintain notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

#### Inputs

- Required contract number
- Required changes to notes text

#### Outputs

- Update of KNTE Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

CFMS 4: KNTE

1. Determine the contract number for which the user will change notes text and the required change to text.
2. If user is not in the KNTE screen, type **KNTE** in the Function Line. Press RETURN/ENTER.
  - a. Type **GET** in the Function Line. At the Contract Number field type desired contract number. If left blank on inquiry, the system will default to the first contract number in the database.
  - b. Using the TAB key, move to Text Action field and type desired text action.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.
 

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

  - a. Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.15 Change Contract Notes**

#### Cross-Reference

#### Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.16 Delete/Insert Contract Notes

#### Overview

The CFMS user is provided the capability to delete and/or insert text lines of notes relating to a specific contract in CFMS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTTE screen.

#### Inputs

- Required contract number
- Required text line action code
- Required text action
- Required changes to notes

#### Outputs

- Update of KNTTE Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

#### CFMS 4: KNTTE

1. Determine the contract number for which the user will delete/insert notes text and the required change to text.
  2. Delete/Insert text lines in KNTTE records.
    - a. If user is not on the KNTTE screen, type **KNTTE** in the Function Line. Press RETURN/ENTER.
    - b. Type **GET** in the Function Line. At Contract Number field type desired contract number.
    - c. Using the TAB key, move to Text Action field and type desired text action.
  3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.
- NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested record.

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 1.16 Delete/Insert Contract Notes

### Cross-Reference

### Steps

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 1.17 Inquire Contract Notes

**Overview** The CFMS user is provided the capability to inquire text lines of notes relating to a specific contract in CFMS. This is accomplished by use of the KNTE screen.

**Inputs**

- Required contract number
- Required text action

**Outputs**

- Display of requested KNTE Table text lines

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract number for which the user will inquire text.
2. Inquire KNTE record text.

CFMS 4: KNTE

- a. If user is not in the KNTE screen, type **KNTE** in the Function Line. Press RETURN/ENTER.
  - b. Type **GET** in the Function Line. Using the TAB key, move to the Contract Number field and type desired contract number.
3. Press RETURN/ENTER. Requested contract notes should be displayed.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



### 1.18 Maintain Contract Header Demographic Data

**Overview** The CFMS user has the capability to maintain contract labels data to be captured on the KODM screen. This is accomplished by use of KODM.

- Inputs**
- Required contract number
  - Required changes to labeled data fields
- 
- Outputs**
- Updated KODM Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired changes to be made for demographic fields of the contract header.
CFMS 4: KLBL	Agency number must be key to a valid and active contract labels table record in the KLBL Table.
CFMS 4: KONT	Contract Number must be key to a valid and active contract record in the KONT Table.
	2. Change Contract Labels demographic data in CFMS.
CFMS 4: KODM	<p>a. If the user is not on the <b>KODM</b> screen, type <b>KODM</b> in the Function Line. Press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to the Contract Number field type the desired contract number.</p> <p>c. Press RETURN/ENTER. Requested contract header record should be displayed.</p>
	3. Type <b>CHANGE</b> in the Function Line.
	<p>a. Using the TAB key, move to desired labeled field and type the desired demographic data.</p> <p>b. Repeat Step 3a for each labeled field to be changed.</p>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **1.18 Maintain Contract Header Demographic Data**

#### Cross-Reference

#### Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.19 Maintain Contract Line Demographics Data

**Overview** The CFMS user is provided the capability to add and maintain contract line demographic data in CFMS. This is accomplished with use of the KLDM screen.

- Inputs**
- Required contract number
  - Required contract line number
  - Required demographic data

- Outputs**
- Update KLDM Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract line for which demographic data will be maintained and the demographic data to be used.
CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in the KONT Table.
CFMS 4: KENL	<b>Line Number</b> must be key to a valid and active contract line record in the KLIN Table.
	2. Add KLDM record in CFMS.
CFMS 4: KLDM	<p>a. If the user is not on the <b>KLDM</b> screen, type <b>KLDM</b> in the Function Line. Press RETURN/ENTER.</p> <p>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</p> <p>c. At the Contract Number field type desired contract number.</p> <p>d. Using the TAB key, move to Line Number field and type desired contract line number.</p> <p>e. Using the TAB key, move to desired Demographic Data field (1-30) and type desired demographic data.</p>
	3. Press RETURN/ENTER.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.19 Maintain Contract Line Demographics Data

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

CFMS 4: KLDM

4. Change KLDM record in CFMS.
  - a. If the user is not on the **KLDM** screen type **KLDM** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. At the Contract Number field type the desired contract number.
  - c. Using the TAB key, move to Line Number field and type desired contract line number.
  - d. Press RETURN/ENTER. Requested record should be formatted to the screen.
  - e. Type **CHANGE** in the Function Line. Using the TAB key, move to desired Demographic Data field (1-30) and type desired demographic data.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

CFMS 4: KLDM

6. Delete KLDM record in CFMS.
  - a. If the user is not on the **KLDM** screen, type **KLDM** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
  - c. Using the TAB key, move to Line Number field and type desired contract line number.
  - d. Press RETURN/ENTER. Requested record should be formatted to the screen.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 1.19 Maintain Contract Line Demographics Data

Cross-Reference	Steps
	<p>e. Type <b>DELETE</b> in the Function Line and press RETURN/ENTER. It will delete the whole record for this line number.</p> <p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>
	<p>7. Inquire KLDM record in CFMS.</p>
CFMS 4: KLDM	<p>a. If the user is not on the <b>KLDM</b> screen, type <b>KLDM</b> in the Function Line. Press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</p> <p>c. Using the TAB key, move to Line Number field and type desired contract line number.</p>
	<p>8. Press RETURN/ENTER. Requested demographic data should be displayed.</p>

## **2 ADD/CHANGE CONTRACT ACCOUNTING RECORDS**

### **2.1 Add Contract Accounting Records**

**Overview** The CFMS user is provided the capability to add individual contract accounting distribution lines for an existing contract in CFMS. This is accomplished by use of the KACG screen. If accounting distribution default codes were set up on AACG, they will be defaulted into KACG on an add. Accounting records may be added at any status after "INI". Non-payable contract accounting records will have the encumbrance simulated.

**Inputs**

- Required contract number
- Required fiscal year
- Required accounting distribution number
- Required pre-encumber/encumber amount
- Required account coding

**Outputs**

- Updated KACG Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract accounting distribution requirements.

**Contract Number** must be valid and active contract record in the KENT Table.

**Accounting Distribution Number** field is two digits and numerical.

**Fiscal Year** must be a year within the contract begin and end dates.

**Paying Agency** must be a valid and active agency in the AGCY table.

NOTE: Paying Agency does not have to match the contracting agency.

**Action Code** must be a valid entry in BTAB AC (Action Code). Accounting Distribution codes must be a valid entry in the XWLK table, if paying agency reports to central accounting.

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 2.1 Add Contract Accounting Records

Cross-Reference	Steps
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the contracting agency records to process this screen.
CFMS 4: KACG	2. Add KACG Table data into CFMS.
	a. If the user is not on the <b>KACG</b> screen, type <b>KACG</b> in the Function Line. Press RETURN/ENTER.
	b. Type <b>CLEAR</b> in the Function Line. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.
	c. At the Contract Number field type desired contract number.
	d. Using the TAB key, move to FY (Fiscal Year) field and type desired contract accounting fiscal year.
	e. Using the TAB key, move to Account Distribution Number field and type desired contract accounting distribution line number.
	f. Using the TAB key, move to Pre-Encumber/Encumber Amount field and type desired amount for the accounting distribution number specified.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display accounting distribution field labels based on the paying agency's AGCY Table record Department Financial.
	4. If accounting distribution default codes were set up on AACG, they will be defaulted into KACG on an add.
	5. If default accounting is not defined, enter required accounting distribution information.
	6. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **2.1 Add Contract Accounting Records**

#### Cross-Reference

#### Steps

7. Repeat steps 2 through 6 when adding multiple contract accounting distribution lines.



## 2.2 Change Contract Accounting Records

**Overview** The CFMS user is provided the capability to change individual contract accounting distribution lines for an existing contract in CFMS. This is accomplished by use of the KACG screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
  - Required accounting distribution number
  - Paying Agency changes
  - Pre-encumbered status code changes
  - Encumbered status code changes
  - Required changes to contract pre-encumber/encumber amount
  - Required changes to contract account coding

- Outputs**
- Updated KACG Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine changes to contract accounting distribution line(s) to be changed.

NOTE: To change an accounting distribution, the Pre-encumber and/or encumber status must be 0 or 1. If encumber status code is 3 or greater, changes must be entered via the Contract Change Accounting (KCAC) table in the amendment/change process. On non-payable contracts set the encumber status code to 1, to make them active for encumbrance simulation.

CFMS 4: KENT **Contract Number** must be valid and active contract record in the KENT Table.

CFMS 4: KACG **Fiscal Year** must be a year within the contract begin and end dates.

CFMS 4: KACG **Accounting Distribution Number** must be valid and active contract accounting distribution record in KACG Table.

CFMS 4: AGCY **Paying Agency** must be a valid and active agency in the AGCY table.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 2.2 Change Contract Accounting Records

Cross-Reference	Steps
CFMS 4: BTAB - RG	<b>Pre-encumbered Status Code</b> must be a valid entry in BTAB Table Type RG.
CFMS 4: BTAB - RG	<b>Encumbered Status Code</b> must be a valid entry in BTAB Table Type RG.
CFMS 4: KACG	<b>Pre-Encumber/Encumber Amount</b> must be valid and not exceeding the base contract amount.
CFMS 4: KACG	<b>Action Code</b> enter ' <b>C</b> ' for 'Create', ' <b>I</b> ' for 'Increase, or ' <b>R</b> ' for 'Reduce'. If left blank system will default 'C' if change number equal '00' or spaces.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the contracting agency records to process this screen.
	2. Change KACG Table data in CFMS.
CFMS 4: KACG	<ol style="list-style-type: none"><li>If the user is not on the <b>KACG</b> screen, type <b>KACG</b> in the Function Line. Press RETURN/ENTER.</li><li>Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</li><li>Using the TAB key, move to Fiscal Year field and type desired contract fiscal year.</li><li>Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.</li><li>Press RETURN/ENTER. Requested contract accounting distribution record should be displayed.</li></ol>
	3. Type <b>CHANGE</b> in the Function Line.
	<ol style="list-style-type: none"><li>Using the TAB key, move to Paying Agency field and type desired agency number to be used for encumbrance processing to accounting.</li><li>Using the TAB key, move to Status Code field and type desired status code.</li></ol>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 2.2 Change Contract Accounting Records

Cross-Reference

Steps

If ...	Then ...
Activating to prepare for pre-encumbrance or encumbrance	Type status code = <b>1</b>
Inactivating and current status is 0 or 1	Type status code = <b>5</b>
Activating to prepare for pre-encumbrance or encumbrance after failure and current status is 4	Type status code = <b>1</b>
Inactivating after failure and current status is 4	Type status code = <b>5</b>
Activating to complete cancellation of pre-encumbrance or encumbrance after failure and current status is 7	Type status code = <b>6</b>

- c. Using the TAB key, move to the Pre-Encumber/Encumber Amount field and type desired amount.
- d. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 2.3 Delete Contract Accounting Records

**Overview** The CFMS user is provided the capability to delete individual contract accounting distribution lines for an existing contract in CFMS. This is accomplished by use of the KACG screen. Record pre-encumber and encumber status must be 0.

**Inputs**

- Required contract number
- Required fiscal year
- Required contract accounting distribution line number
- Required change number year

**Outputs**

- Updated KACG Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract accounting distribution line(s) to be deleted.
CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in KONT Table.
CFMS 4: KACG	<b>Fiscal Year</b> must be key to a valid and active contract accounting distribution record in KACG Table.
CFMS 4: KACG	<b>Account Distribution Number</b> must be key to a valid and active contract accounting distribution record in KACG Table.
CFMS 4: KACG	<b>Change Number</b> must be key to a valid and active contract accounting distribution record in the KACG table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the contracting agency records to process this screen.
	2. Delete KACG Table data in CFMS.
CFMS 4: KACG	a. If the user is not on the <b>KACG</b> screen, type <b>KACG</b> in the Function Line. Press RETURN/ENTER.
	b. At the Contract Number field type desired contract number.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 2.3 Delete Contract Accounting Records

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Fiscal Year field and type desired contract fiscal year.
- d. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.
- e. Using the TAB key, move to Change Number field and type desired contract change number.
- f. Press RETURN/ENTER. Requested contract accounting distribution record should be displayed.

3. Type **DELETE** in the Function Line and press RETURN/ENTER.

NOTE: At the bottom of the screen 'PREVIOUS UPDATE SUCCESSFUL' will be displayed and **CHANGE** appears in the Function Line. The record is deleted out of the system.

## 2.4 Inquire Contract Accounting Record

**Overview** The CFMS user is provided the capability to inquire individual contract accounting distribution lines for an existing contract in CFMS. This is accomplished by use of the KACG screen.

**Inputs**

- Required contract number
- Required fiscal year
- Required contract accounting distribution line number
- Required change number year

**Outputs**

- Updated KACG Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract accounting distribution line(s) to be inquired.
CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in KONT Table.
CFMS 4: KACG	<b>Fiscal Year</b> must be key to a valid and active contract accounting distribution record in KACG Table.
CFMS 4: KACG	<b>Account Distribution Number</b> must be key to a valid and active contract accounting distribution record in KACG Table.
CFMS 4: KACG	<b>Change Number</b> must be key to a valid and active contract accounting distribution record in the KACG table.
CFMS 4: BAAT	User must have access and maintenance authority in the BAAT Table for the contracting agency records to process this screen.
	2. Inquire KACG Table data in CFMS.
CFMS 4: KACG	a. If the user is not on the <b>KACG</b> screen, type <b>KACG</b> in the Function Line. Press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **2.4 Inquire Contract Accounting Record**

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Fiscal Year field and type desired contract fiscal year.
- d. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.
- e. Using the TAB key, move to Change Number field and type desired contract change number.
- f. Press RETURN/ENTER. Requested contract accounting distribution record should be displayed.

### **3 ADD/CHANGE CONTRACT FISCAL YEAR RECORDS**

#### **3.1 Add Contract FY Not To Exceed Amounts**

**Overview** The CFMS user is provided the capability to add individual contract fiscal year not to exceed amounts for a CFMS contract. This is accomplished by use of the KOFY screen.

**Inputs**

- Required contract number
- Required contract fiscal year
- Required contract fiscal year NTE Amount

**Outputs**

- Updated KOFY Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine CFMS contract record to be updated and the required fiscal year not to exceed amount(s).
2. Add CFMS contract NTE Amount(s) in CFMS.
3. If the user is not on the **KOFY** screen, type **KOFY** in the Function Line. Press RETURN/ENTER.
  - a. Type **CLEAR** in the Function Line. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
  - b. At the Contract Number field type desired contract number.
  - c. Using the TAB key, move to FY field and type desired fiscal year.
  - d. Using the TAB key, move to desired NTE Amount field and type desired fiscal year not to exceed amount. You can leave this field blank and it will default to 0.
  - e. Repeat Steps 3c and 3d for each fiscal year to be changed.



## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **3.1 Add Contract FY Not To Exceed Amounts**

#### Cross-Reference

#### Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 3.2 Change Contract FY Not To Exceed Amounts

**Overview** The CFMS user is provided the capability to change individual contract fiscal year not to exceed amounts for a CFMS contract. This is accomplished by use of the KOFY screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
  - Required contract fiscal year NTE Amount

- Outputs**
- Updated KOFY Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract number for which the user will change the maximum contract amount for the entered fiscal year.
- CFMS 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
- Fiscal Year** is the fiscal year for the contract header record.
- Not To Exceed Amount** indicates the maximum contract amount for the entered fiscal year(s) for the entered contract number.
2. Inquire CFMS contract NTE Amount(s) in CFMS.
- CFMS 4: KOFY
3. If the user is not on the **KOFY** screen, type **KOFY** in the Function Line. Press RETURN/ENTER.
    - a. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
    - b. Using the TAB key, move to FY field and type desired fiscal year.
    - c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
  4. Change CFMS contract NTE Amount(s).

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **3.2 Change Contract FY Not To Exceed Amounts**

#### Cross-Reference

#### Steps

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to desired NTE Amount field and type desired fiscal year not to exceed amount.
- b. Repeat Step 3b for each fiscal year to be changed.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 3.3 Delete Contract FY Not To Exceed Amounts

**Overview**

The CFMS user is provided the capability to delete individual contract fiscal year not to exceed amounts for a CFMS contract. This is accomplished by use of the KOFY screen.

NOTE: A fiscal year not to exceed amount may be deleted only if there is no activity for that contract for that fiscal year.

**Inputs**

- Required contract number
- Required contract fiscal year

**Outputs**

- Updated KOFY Table

**Completing  
The Procedure**Cross-ReferenceSteps

- |              |    |  |
|--------------|----|--|
|              | 1. | Delete CFMS contract NTE Amount(s) in CFMS.  |
| CFMS 4: KOFY | 2. | If the user is not on the <b>KOFY</b> screen, type <b>KOFY</b> in the Function Line. Press RETURN/ENTER. <ul style="list-style-type: none"><li>a. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field, type desired contract number.</li><li>b. Using the TAB key, move to FY field and type desired fiscal year.</li><li>c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.</li></ul> |
|              | 3. | Delete record. <ul style="list-style-type: none"><li>a. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to desired NTE amount and space out or delete this amount. Press RETURN/ENTER. The FY will return but the NTE amount should be zero.</li></ul>  |

## **2.4 Inquire Contract FY Not To Exceed Amounts**

**Overview** The CFMS user is provided the capability to inquire individual contract fiscal year not to exceed amounts for a CFMS contract. This is accomplished by use of the KOFY screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
- Outputs**
- Display requested KOFY record

### **Completing The Procedure**

#### Cross-Reference

#### Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine the KOFY record to be inquired.  |
| CFMS 4: KOFY | 2. | If the user is not on the <b>KOFY</b> screen, type <b>KOFY</b> in the Function Line. Press RETURN/ENTER. |
|              | a. | Type <b>INQUIRE</b> in the Function Line. At the Contract Number field, type desired contract number.    |
|              | b. | Using the TAB key, move to FY field and type desired fiscal year.  |
|              | c. | Press RETURN/ENTER. Requested contract fiscal year record should be displayed.                           |

### 3.5 Change Contract FY Retainage, Advance, and Deferred Comp Not To Exceed Amounts

#### Overview

The CFMS user is provided the capability to establish retainage, advance, and deferred compensation not to exceed amounts and to change retainage, advance, and deferred compensation not to exceed amounts by fiscal year for a CFMS contract. This is accomplished by use of the KOF3 screen.

#### Inputs

- Required contract number
- Required contract fiscal year
- Required changes to contract fiscal year NTE retainage amount
- Required changes to contract fiscal year NTE advance amount
- Required changes to contract fiscal year NTE deferred compensation amount

#### Outputs

- Updated KOFY Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the changes to the CFMS contract NTE Amount(s) in CFMS.

#### CFMS 4: KONT

**Contract Number** must be a valid and active record in the KONT Table.

**Fiscal Year** is the fiscal year for the contract header record.

**NTE Retainage Amount** indicates the maximum retainage contract amount for the entered fiscal year for the entered contract number. If KSCD payment method is chosen, this amount should be equal to the scheduled retainage amount (1-13) from KSCD for the fiscal year.

**NTE Advance Amount** is the amount of advance to be collected for the fiscal year of the contract header record. If KSCD recoupment method is chosen, this amount should be equal to the scheduled recoupment amount (1-13) from KSCD for the fiscal year.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 3.5 Change Contract FY Retainage, Recoupment, and Deferred Comp Not To Exceed Amounts

#### Cross-Reference

#### Steps

**NTE Deferred Compensation Amount** indicates the maximum deferred compensation contract amount for the entered fiscal year for the entered contract number. If KSCD payment method is chosen, this amount should be equal to the scheduled deferred compensation amount (1-12) from KSCD for the fiscal year.

CFMS 4: KOF3

2. If the user is not on the **KOF3** screen, type **KOF3** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
  - b. Using the TAB key, move to FY field and type desired fiscal year.
  - c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to desired NTE Amount field and type desired fiscal year not to exceed amount.
  - b. Repeat Step 3a for each fiscal year to be changed.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 3.6 Inquire Contract Retainage, Advance, and Deferred Comp FY Not To Exceed Amounts

**Overview** The CFMS user is provided the capability to inquire individual contract fiscal year retainage, advance and deferred compensation not to exceed amounts for a CFMS contract. This is accomplished by use of the KOF3 screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
- Outputs**
- Display requested KOF3 record

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the KOF3 record to be inquired.
CFMS 4: KOF3	2. If the user is not on the <b>KOF3</b> screen, type <b>KOF3</b> in the Function Line. Press RETURN/ENTER. <ul style="list-style-type: none"> <li>a. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</li> <li>b. Using the TAB key, move to FY field and type desired fiscal year.</li> <li>c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.</li> </ul>



## 4 MAINTAIN CONTRACT PAYMENTS SCHEDULE

### 4.1 Change Contract Payments Schedule Screen

**Overview** The CFMS user is provided the capability to enter and maintain monthly payment and retainage information. This is accomplished by use of the KSCD screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
  - Required payment amount if Billing Basis is 'S'
  - Required changes to payment amount
  - Required changes to approval flag
  - Required changes to retainage amount

- Outputs**
- Updated KSCD Table

### Completing The Procedure

Cross-Reference

Steps

1. Determine the changes to the CFMS contract Payment Amounts, Approval Required, and Retainage Amounts by Fiscal Month in CFMS.

CFMS 4: KONT

**Contract Number** must be a valid and active record in the KONT Table.

INST 4: BINS

**Fiscal Year** must be in the range of the contract begin and end date fiscal years.

**Payment Amount** is the scheduled payment amount for the fiscal month. The sum of payment amounts must equal NTE amount on corresponding KOFY table record.

**Approval Required** must be "Y" or "N". "Y" indicates that the payment requires approval and will not be sent to GFS automatically for the fiscal month.

**Retainage Amount** must be the scheduled retainage amount for the listed fiscal month. The sum of the retainage amounts must equal the NTE retainage amount on the corresponding KOFY table record.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 4.1 Change Contract Payments Schedule Screen

Cross-Reference	Steps
CFMS 4: KSCD	2. Change CFMS contract Payment Amounts, Aprv reqd and Retainage Amounts by Fiscal Month in CFMS.
	3. If the user is not on the <b>KSCD</b> screen, type <b>KSCD</b> in the Function Line. Press RETURN/ENTER.
	a. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.
	b. Using the TAB key, move to FY field and type desired fiscal year.
	c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
	4. Type <b>CHANGE</b> in the Function Line:
	a. Using the TAB key, move to desired Payment Amount, Aprv reqd, or Retainage Amount field and type desired amounts or approval flag change for the fiscal month.
	b. Repeat Step 4a for each fiscal month to be changed.
	5. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 4.2 Inquire Contract Payments Schedule Screen

**Overview** The CFMS user is provided the capability to inquire individual contract amounts paid and retained by month for the fiscal year. This is accomplished by use of the KSCD screen.

**Inputs**

- Required contract number
- Required contract fiscal year

**Outputs**

- Display requested KSCD record

### Completing The Procedure

Cross-Reference

Steps

- |              |   |
|--------------|---|
| CFMS 4: KONT | 1. Determine the KSCD record to be inquired.  |
| INST 4: BINS | <b>Contract Number</b> must be a valid and active record in the KONT Table.   |
| CFMS 4: KSCD | <p><b>Fiscal Year</b> must be in the range of the contract begin and end date fiscal years.</p> <p>2. If the user is not on the <b>KSCD</b> screen, type <b>KSCD</b> in the Function Line. Press RETURN/ENTER.</p> <p style="margin-left: 20px;">a. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</p> <p style="margin-left: 20px;">b. Using the TAB key, move to FY field and type desired fiscal year.</p> <p style="margin-left: 20px;">c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.</p> |

### 4.3 Change Contract Payments Schedule Screen

**Overview** The CFMS user is provided the capability to enter and maintain monthly recoupment and deferred compensation information. This is accomplished by use of the KSC2 screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
  - Required changes to recoupment amount
  - Required changes to deferred comp amount

- Outputs**
- Updated KSCD Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the changes to the CFMS contract Payment Amounts, Approval Required, and Retainage Amounts by Fiscal Month in CFMS.
CFMS 4: KONT	<b>Contract Number</b> must be a valid and active record in the KONT Table.
INST 4: BINS	<b>Fiscal Year</b> must be in the range of the contract begin and end date fiscal years.
	<b>Recoupment Amount</b> indicates the scheduled recoupment amount for the fiscal month. The sum of the recoupment amounts must equal the NTE advance amount on the KOF3 table record.
	<b>Deferred Comp Amount</b> indicates the scheduled deferred compensation amount for the fiscal month. The sum of the deferred compensation amounts must equal the NTE deferred compensation amount on the KOF3 table record.
	2. Change CFMS contract Recoupment and Deferred Comp Amounts by Fiscal Month in CFMS.
CFMS 4: KSC2	a. If the user is not on the <b>KSC2</b> screen, type <b>KSC2</b> in the Function Line. Press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.
	c. Using the TAB key, move to FY field and type desired fiscal year.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 4.3 Change Contract Payment Schedule Screen

#### Cross-Reference

#### Steps

- d. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
  3. Type **CHANGE** in the Function Line:
    - a. Using the TAB key, move to desired Recoupment Amount or Deferred Comp Amount field and type desired amount for the fiscal month.
    - b. Repeat Step 3a for each fiscal month to be changed.
  4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 4.4 Inquire Contract Payments Schedule Screen

**Overview** The CFMS user is provided the capability to inquire individual contract recoupment amounts collected and deferred compensation amounts paid by month for the fiscal year. This is accomplished by use of the KSC2 screen.

**Inputs**

- Required contract number
- Required contract fiscal year

**Outputs**

- Display requested KSC2 record

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the KSC2 record to be inquired.
CFMS 4: KENT	<b>Contract Number</b> must be a valid and active record in the KONT Table.
INST 4: BINS	<b>Fiscal Year</b> must be in the range of the contract begin and end date fiscal years.
CFMS 4: KSC2	2. If the user is not on the <b>KSC2</b> screen, type <b>KSC2</b> in the Function Line. Press RETURN/ENTER. <ul style="list-style-type: none"> <li>a. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</li> <li>b. Using the TAB key, move to FY field and type desired fiscal year.</li> <li>c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.</li> </ul>

**5 ADD/CHANGE CONTRACT APPROVAL RECORDS****5.1 Contract Approval Processing****Overview**

The CFMS user is provided the capability to add/change and/or approve contract approval records. The system is designed to automatically create all required contract approvals when an add and/or change is processed for the contract header and/or contract line record(s). This is accomplished by the use of the PAPV screens.

**Inputs**

- Required contract number

**Outputs**

- Updated PAPV Table

**Completing  
The Procedure**Cross-ReferenceSteps

1. Perform normal contract processing.
2. Add/Change Contract Header Table record approvals.
  - a. Add KENT, using procedures of "Add Contract Header Table" above, contract header.
  - b. Change KENT, using procedures of "Change Contract Header Table" above, contract header contracting agency.
3. Change, using procedures of "Change Contract Header Table" above, contract status to greater than RDY.

IF ...	THEN ...
Pre-encumbering prior to approval processing	Type status code = PEO

NOTE: On successful change of contract header status greater than RDY, all required contract header/line approvals will be moved to the PAPV Table for processing.

## 6 MAINTAIN CONTRACT LABELS SCREEN

### 6.1 Add Contract Labels Screen

**Overview** The CFMS user has the capability to add contract labels for use on the KODM screen. This is accomplished by use of KLBL.

- Inputs**
- Required agency code
  - Required Fiscal Year
  - Required Document Type
  - Required field labels

- Outputs**
- Updated KLBL Screen

### Completing The Procedure

Cross-Reference	Steps
	1. Determine desired labels to be used for demographic fields of the contract header.
AGCY 4: AGCY	<p><b>Agency code</b> must be key to a valid and active agency record in the AGCY Screen.</p> <p><b>Fiscal Year</b> must be a valid fiscal year and equal to current fiscal year or not greater than current plus one year or less than current minus one year.</p>
INST 4: BTAB	<p><b>Document Type</b> must be valid entry in BTAB Screen (DK - Document Type-Contract).</p>
	2. Add Contract Labels Screen in CFMS.
	NOTE: All contracts with specified agency number, fiscal year, and document type will carry these labels.
CFMS 4: KLBL	<p>a. If the user is not on the <b>KLBL</b> screen, type <b>KLBL</b> in the Function Line. Press RETURN/ENTER.</p> <p>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</p>



## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **6.1 Add Contract Labels Table**

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Agency field and type the desired agency number.
- d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
- e. Using the TAB key, move to Document Type and type desired document type. Must be valid entry in BTAB Screen DK (Document Type).
- f. Using the TAB key, move to Label 1 field and type the desired label.
- g. Repeat Step 2f for each field label to be entered.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 6.2 Change Contract Labels Screen

**Overview** The CFMS user has the capability to change contract labels for use on the KODM screen. This is accomplished by use of KLBL.

- Inputs**
- Required agency number
  - Required Fiscal Year
  - Required Document Type
  - Required changes to field labels

- Outputs**
- Updated KLBL Screen

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired labels changes to be made for demographic fields of the contract header.
AGCY 4: AGCY	<b>Agency number</b> must be key to a valid and active agency record in the AGCY Screen.
CFMS 4: KLBL	<b>Agency code</b> must be key to a valid and active contract labels table record in the KLBL Screen.
	2. Change Contract Labels Screen in CFMS.
	<b>NOTE:</b> If changes are made, current demographic data entered in fields will now be related to all CFMS past, present and future contracts with specified agency, fiscal year, and document type. Consider label changes wisely before making change.
CFMS 4: KLBL	a. If the user is not on the <b>KLBL</b> screen, type <b>KLBL</b> in the Function Line. Press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Agency field and type the desired agency number.
	c. Using the TAB key, move to Fiscal Year field and type desired fiscal year.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 6.2 Change Contract Labels Screen

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Document Type and type the desired document type.
    - e. Press RETURN/ENTER. Requested contract label table record should be displayed.
  3. Type **CHANGE** in the Function Line:
    - a. Using the TAB key, move to Label 1 field and type the desired label.
    - b. Repeat Step 3a for each field label to be changed.
  4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 6.3 Delete Contract Labels Screen

**Overview** The CFMS user has the capability to delete contract labels for use on the KODM screen that are no longer required or valid. This is accomplished by use of KLBL.

**Inputs**

- Required agency number
- Required Fiscal Year
- Required Document Type

**Outputs**

- Updated KLBL Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine desired labels to be deleted.
 

AGCY 4: AGCY **Agency number** must be key to a valid and active agency record in the AGCY Screen.

CFMS 4: KLBL **Agency number** must be key to a valid and active contract labels table record in the KLBL Screen.
2. Delete Contract Labels Screen in CFMS.
 

**NOTE:** If labels are deleted, current demographic data entered in fields will not display in the future for all CFMS contracts with this agency number, fiscal year, and document type. Consider label deletion wisely before making change.

  - a. If the user is not on the **KLBL** screen, type **KLBL** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Agency field and type the desired agency number.
  - c. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
  - d. Using the TAB key, move to Document Type and type desired document type.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 6.3 Delete Contract Labels Screen

#### Cross-Reference

#### Steps

- e. Press RETURN/ENTER. Requested contract label table record should be displayed.
3. Type **DELETE** in the Function Line. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 6.4 Inquire Contract Labels Screen

**Overview** The CFMS user has the capability to inquire contract labels for use on the KODM screen. This is accomplished by use of KLBL.

**Inputs**

- Required agency number
- Required Fiscal Year
- Required Document Type

**Outputs**

- Updated KLBL Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine desired agency labels to be inquired.
 

AGCY 4: AGCY **Agency number** must be key to a valid and active agency record in the AGCY Screen.

CFMS 4: KLBL **Agency number** must be key to a valid and active contract labels table record in the KLBL Screen.
2. Inquire Contract Labels Screen in CFMS.
 

CFMS 4: KLBL

  - a. If the user is not on the **KLBL** screen, type **KLBL** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Agency field and type the desired agency number.
  - c. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
  - d. Using the TAB key, move to Document Type and type desired document type.
3. Press RETURN/ENTER. Requested contract labels table should be displayed.

### 6.5 Add Contract Line Demographic Labels

**Overview** The CFMS user is provided the capability to add and maintain demographic labels used by the contract line demographic data screen (KLDL) for capture of contract line demographic data in CFMS. This is accomplished with use of the KLDL screen.

- Inputs**
- Required agency number
  - Required fiscal year
  - Required document type
  - Required demographic field labels

- Outputs**
- Update KLDL Screen

### Completing The Procedure

Cross-Reference	Steps
	1. Determine the contract line demographic data labels to be used, the agency requiring the labels and the applicable fiscal year.
AGCY 4: AGCY	<p><b>Agency Number</b> must be key to a valid and active agency record in the AGCY Screen.</p> <p><b>Fiscal Year</b> must be a valid fiscal year and equal to current fiscal year or not greater than current plus one year or less than current minus one year.</p>
INST 4: BTAB	<p><b>Document Type</b> must be valid entry in BTAB Screen (DK - Document Type-Contract).</p>
	2. Add KLDL record in CFMS.
CFMS 4: KLDL	<p>a. If the user is not on the <b>KLDL</b> screen, type <b>KLDL</b> in the Function Line. Press RETURN/ENTER.</p> <p>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</p> <p>c. Using the TAB key, move to Agency field and type desired agency number.</p>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **6.5 Add Contract Line Demographic Labels**

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
- e. Using the TAB key, move to Document Type and type desired document type.
- f. Using the TAB key, move to desired Label field (1-30) and type desired demographic label.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



## 6.6 Change Contract Line Demographic Labels

### Overview

The CFMS user has the capability to change contract demographic labels used by the contract line demographic data screen (KLDL) for capture of contract line demographic data in CFMS. This is accomplished with use of the KLDL screen.

### Inputs

- Required agency number
- Required fiscal year
- Required document type
- Required changes to the demographic field labels

### Outputs

- Update KLDL Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine desired labels changes to be made for demographic fields of the contract header.
 

AGCY 4: AGCY	<b>Agency number</b> must be key to a valid and active agency record in the AGCY Screen.
CFMS 4: KLDL	<b>Agency code</b> must be key to a valid and active contract labels table record in the KLDL Screen.
2. Change Contract Labels Screen in CFMS.
 

CFMS 4: KLDL	<ol style="list-style-type: none"> <li>a. If the user is not on the <b>KLDL</b> screen, type <b>KLDL</b> in the Function Line. Press RETURN/ENTER.</li> <li>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Agency field and type desired agency number.</li> <li>c. Using the TAB key, move to Fiscal Year field and type desired fiscal year.</li> <li>d. Using the TAB key, move to Document Type and type the desired document type.</li> </ol>
--------------	---

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **6.6 Change Contract Line Demographic Labels**

#### Cross-Reference

#### Steps

- e. Press RETURN/ENTER. Requested record should be formatted to the screen.
3. Type **CHANGE** in the Function Line:
  - a. Using the TAB key, move to desired Label field (1-30) and type desired demographic label change.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 6.7 Delete Contract Line Demographic Labels

### Overview

The CFMS user has the capability to delete contract demographic labels that are no longer required or valid demographic data in CFMS. This is accomplished with use of the KLDL screen.

### Inputs

- Required agency number
- Required fiscal year
- Required document type

### Outputs

- Update KLDL Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine desired labels to be deleted.
 

AGCY 4: AGCY	<b>Agency number</b> must be key to a valid and active agency record in the AGCY Screen.
CFMS 4: KLDL	<b>Agency number</b> must be key to a valid and active contract labels table record in the KLDL Screen.
2. If the user is not on the **KLDL** screen, type **KLDL** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Agency field and type desired agency number.
  - b. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
  - c. Using the TAB key, move to Document Type and type desired document type.
  - d. Press RETURN/ENTER. Requested record should be formatted to the screen.
3. Type **DELETE** in the Function Line. Press RETURN/ENTER.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### 6.7 Delete Contract Line Demographic Labels

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **6.8 Inquire Contract Line Demographic Labels**

### **Overview**

The CFMS user has the capability to inquire contract demographic labels used by the contract line demographic data screen (KLDM) for capture of contract demographic data in CFMS. This is accomplished with use of the KLDL screen.

### **Inputs**

- Required agency number
- Required fiscal year

### **Outputs**

### **Completing The Procedure**

#### Cross-Reference

#### Steps

CFMS 4: KLDL

1. If the user is not on the **KLDL** screen, type **KLDL** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Agency field and type desired agency number.
  - b. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
  - c. Using the TAB key, move to Document Type and type desired document type.
2. Press RETURN/ENTER. Requested demographic labels should be displayed.

## **7 PRE-ENCUMBER CONTRACTS**

### **7.1 Processing Pre-Encumbrance to Accounting**

#### **Overview**

The CFMS user is provided the capability to post a contract pre-encumbrance on-line. The system is designed to automatically create an accounting transaction for processing to accounting for edit and posting of a contract pre-encumbrance on status code change of the contract header record. This is accomplished by the use of the KENT screen.

#### **Inputs**

- Required contract number
- Required status code change

#### **Outputs**

- Updated KENT/KACG Screen and Accounting System File(s)

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

- |              |     |   |
|--------------|-----|---|
|              | 1.  | Determine contract to be pre-encumbered.  |
|              | 2.  | Prepare Pre-Encumbrance of contract in CFMS.  |
| CFMS 4: KACG | a.  | If the user is not on the <b>KACG</b> screen, type <b>KACG</b> in the Function Line. Press RETURN/ENTER.            |
|              | b.  | Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.                |
|              | c.  | Using the Tab key, move to Fiscal year field and type the desired fiscal year.                                      |
|              | d.  | Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number. |
|              | e.  | Using the TAB key, move to Change Number field and type desired change number (required if change record).          |
|              | f.. | Press RETURN/ENTER. Requested contract accounting distribution line record should be displayed.                     |
|              | 3.  | If the KACG pre-encumbrance status code is equal to 0 or 4:   |

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 7.1 Processing Pre-Encumbrance to Accounting

Cross-Reference	Steps
	<ol style="list-style-type: none"><li>a. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Status Code field and type <b>1</b>.</li><li>b.. Using the TAB key, move to other required field and type any required/desired change(s).</li></ol>
	<ol style="list-style-type: none"><li>4. Press RETURN/ENTER.</li></ol>
	<p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>
	<ol style="list-style-type: none"><li>5. Post contract pre-encumbrance in CFMS/Accounting.</li></ol>
CFMS 4: KENT	<ol style="list-style-type: none"><li>a. If the user is not on the <b>KENT</b> screen, type <b>KENT</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.</li><li>c. Press RETURN/ENTER. Requested contract number record should be displayed.</li></ol>
	<ol style="list-style-type: none"><li>6. Type <b>CHANGE</b> in the Function Line.<ol style="list-style-type: none"><li>a. Using the TAB key, move to Status field and type <b>PEO</b>.  PEO - Pre-Encumber On-line</li></ol></li></ol>
	<ol style="list-style-type: none"><li>7. Press RETURN/ENTER.</li></ol>
	<p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>
	<p>Upon successful update of KENT of the status code to PES, an on-line program will create and pass to accounting an extract file for edit and updating of the accounting files and will change the KACG pre-encumbrance status code to 3.</p>

## **7.2 Cancel Posted Pre-Encumbrance of Contracts**

### **Overview**

The CFMS user is provided the capability to cancel posted contract pre-encumbrance on-line. Cancellation may be required due to cancellation of requirement or total change in funding requirement(s). This is accomplished by the use of the KENT screen.

### **Inputs**

- Required contract number

### **Outputs**

- Updated KONT/KACG Screen

### **Completing The Procedure**

#### Cross-Reference

#### Steps

1. Determine contract pre-encumbrance to be processed for cancellation of funds.
2. Cancellation of pre-encumbrance of the contract.
  - a. Using the procedures of Section 1.2 Change Contract Information, change the contract status to **CPE** on the KENT screen.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

On successful change of contract status, KACG with pre-encumbrance status of 0 or 1 will have status set to 5 and status of 3 set to 9 automatically by the system.



## **8 ENCUMBER CONTRACTS**

### **8.1 Process Encumbrance To Accounting**

#### **Overview**

The CFMS user is provided the capability to encumber contract on-line or batch. The system is designed to automatically create all required accounting transactions required for encumbrance, process to accounting and return any responses to the encumbrance process from accounting. This is accomplished by use of the KENT screen. **If the contract is for next fiscal year encumbrance, the encumbrance would be held by the system until the next fiscal year accounting period is open.**

#### **Inputs**

- Required contract number
- Required status code to process encumbrance

#### **Outputs**

- Updated KENT/KACG Screen

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine contract ready for encumbrance. Status of contract should be APC - Approvals Complete or ACR - Approved by Contract Review.
2. Encumber Contract record.
  - a. Change KENT, using procedures of Section 1.2 Change Contract Information, change status to **ENO - Encumber On-line** or **ENB - Encumber Batch**.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

On successful change of status to ENO or ENB, the accounting transaction will be processed (encumbered), KACG status will be changed to 3 and contract status will be changed to ENS.

## **8.2 Process Encumbrance Cancellation To Accounting**

### **Overview**

The CFMS user is provided the capability to cancel an encumbrance contract on-line or batch. The system is designed to automatically create all required accounting transactions required for encumbrance, process to accounting and return any responses to the encumbrance cancellation process from accounting. This is accomplished by use of the KENT screen.

### **Inputs**

- Required contract number
- Required processing screen (KENT)
- Required status code to process encumbrance cancellation

### **Outputs**

- Updated KENT/KACG Screen

### **Completing The Procedure**

#### Cross-Reference

#### Steps

1. Determine contract ready for encumbrance to be canceled in accounting.
2. Cancel Contract Header Screen encumbrance record.
  - a. Change KENT, using procedures of Section 1.2 Change Contract Information, change status to **CEN - Cancel Encumbrance On-line**.

NOTE: On successful change of contract header status to CEN, the accounting transaction will be processed (cancel encumbrance), KACG status will be changed to 6. Upon successful processing in accounting contract status will be changed to CES and the KACG status will be changed to 9.

## 9 CONTRACT COPYING PROCESS

### 9.1 Copy a Contract Document

**Overview** The CFMS user is provided the capability to copy a contract header, contract lines, demographic data, and contract description. This is accomplished by the use of the KCPY screen.

**Inputs** • Required contract number

**Outputs** • Updated KONT/KOFY/KLDM/KDES/KODM Screens

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract to be copied.
- CFMS 4: KONT **Contract Number** must be key to a valid and active contract record in KONT Screen.
- INST 4: BAAT User must have access to contracting agency record to be allowed inquiry of that agency's record(s) KENT.
2. Inquire KONT Screen data in CFMS.
- CFMS 4: KCPY 3. If the user is not on the **KCPY** screen, type **KCPY** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
  - b. Press RETURN/ENTER. Requested contract number record should be displayed.
  4. Type **CHANGE** in the Function Line. Using the TAB key, move to Status Code field and type status **CPY** to copy the displayed contract.
  5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions

Cross-ReferenceSteps

identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

If a warning condition exists, CFMS will display the appropriate warning messages at the bottom of the transaction screen. These messages apply to the new contract. Corrective action may need to be taken.

After successfully copying a contract, the new contract number will be displayed in the Copied to Cont Nbr field.

6. Using the procedures of Section 1.2 Change Contract Information, process any required changes to the new contract header table.
7. Using the procedures of Section 1.12 Change Contract Line Information, process any required changes to the contract line(s).

## 10 ADD/CHANGE CONTRACT AMENDMENT/CHANGE RECORDS

### 10.1 Add Contract Amendment/Change

**Overview** The CFMS user is provided the capability to add contract amendment/change header records in CFMS for identifying the contract to be changed, type of change and amount. This is accomplished by use of the KAMD screen.

- Inputs**
- Required contract number
  - Required amendment/change title
  - Required contract amendment/change fiscal year
  - Required amendment/change type code
  - Required amendment/change amount
  - Required amendment/change effective date

- Outputs**
- Updated KAMD Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract to be amended and the type of change to be processed.

#### CFMS 4: KAMD

**Contract Number** must be a valid and active entry in the KONT Screen.

**Amendment/Change Title** line 1 is required. Line 2 is optional.

**Amendment/Change Fiscal Year** indicates the fiscal year of the contract to be amended.

#### INST 4: BTAB

**Amendment/Change Type Code** must be a valid entry in BTAB Screen KC (CFMS Amendment/Change Type Codes).

**Amendment/Change Amount** indicates the amount of the contract amendment/change.

**Send To Accounting** flag is required for 'ADJ' amendments only. Must be 'Yes' if accounting is required for an agency and the amendment/change is correcting

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 10.1 Add Contract Amendment

### Cross-Reference

### Steps

current year accounting. May be 'No' if user is amending prior year accounting information or if the contract has expired. For all other use 'None'.

**Amendment/Change Beginning Date** is the revised start date of the contract. The date must be greater than or equal to the original contract beginning date (KENT) or subsequent revised beginning dates and less than the original contract ending date (KENT) or subsequent revised ending dates. Only make an entry here if the contract beginning date is being revised.

**Amendment/Change Ending Date** is the revised date that the contract will actually terminate. It must be greater than or equal to the original beginning date (KENT) or subsequent revised beginning dates. Only make an entry here if the contract ending date is being revised.

**Amendment/Change Effective Date** is required on change types 'AMD' and 'TRM'. This indicates the effective date of the amendment/change.

2. Add contract amendment/change header record in CFMS.

CFMS 4: KAMD

- a. If the user is not on the **KAMD** screen, type **KAMD** in the Function Line. Press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
- c. At the Contract Number field type the desired contract number.
- d. Using the TAB key, move to Amd/Chg Title field and type desired Contract Title. A second line is available for a continuation of the title, if needed.
- e. Using the TAB key, move to Amd/Chg Fiscal Yr field and enter the fiscal year the amendment/change affects.
- f. Using the TAB key, move to Amd/Chg Type Code and enter a valid entry from BTAB Screen KC (CFMS Contract Amendment/Change Type Codes).
- g. Using the TAB key, move to Amd/Change Amount and enter the amount of the amendment/change. Enter zero for those changes that have no dollar effect. Do not enter dollar sign or commas.
- h. Using the TAB key, move to Amd/Chg Effctv Date and enter the effective date of the amendment/change.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **10.1 Add Contract Amendment**

#### Cross-Reference

#### Steps

- i. Using the TAB key, move to the Contract Revised Begin Date and enter the official revised begin date of the contract. The date must be greater than the original contract beginning date and less than the original ending date.
- j. Using the TAB key, move to Contract Revised End Date and enter the official revised end date of the contract. The date entered must be greater than or equal to original begin contract date.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 10.2 Change Contract Amendment/Change

**Overview** The CFMS user is provided the capability to change individual contract information for a CFMS contract. This is accomplished by use of the KAMD screen.

**Inputs**

- Required contract number
- Required contract amendment/change number
- Required changes to amendment/change title
- Required changes to amendment/change fiscal year
- Required changes to amendment/change amount
- Required changes to send to accounting flag
- Required changes to amendment/change effective date
- Required changes to agency received date
- Required changes to contract review date received
- Required changes to date budget approved
- Required changes to date legal approved
- Required changes to date approved

**Outputs**

- Updated KAMD Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine CFMS contract amendment/change to be changed, purpose and type of the change and amendment number to be processed.

CFMS 4: KENT

**Contract Number** must be a valid entry in the KONT Screen.

**Amendment/Change Title** line 1 is required. Line 2 is optional.

INST 4: BTAB

**Amendment/Change Status Code** must be a valid entry in BTAB Screen SK (Status Code - Contract).



## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.2 Change Contract Amendment

#### Cross-Reference

#### Steps

INST 4: BTAB

**Amendment/Change Number** is assigned by the user in a sequential manner to assist in tracking.

**Amendment/Change Fiscal Year** indicates the fiscal year that the contract amendment affects.

**Amendment/Change Type Code** must be a valid entry in BTAB Screen KC (CFMS Amendment/Change Type Codes).

**Amendment/Change Amount** indicates the amount of the contract amendment.

**Send to Accounting Flag** is required on change type 'ADJ'. Valid entries are 'Yes', 'No' or 'None'. If change type equals 'ADJ', default to 'Yes', otherwise 'None'. If 'Yes', send encumbrance to accounting. If 'No', fiscal year discrepancies for accounting records and therefore should simulate encumbrances transaction to accounting. System will default to 'None' for all other change type codes.

**Amendment/Change Effective Date** is required on change type 'AMD' and 'TRM'. This is the effective date of the amendment/change and is negotiated by the two parties.

**Contract Revised Beginning Date** is the revised beginning date of the contract. The date must be greater than or equal to the original contract beginning date (KENT) or subsequent revised beginning dates and less than the original contract ending date (KENT) or subsequent revised ending dates.

**Contract Revised Ending Date** is the revised date that the contract will actually expire. It must be greater than or equal to the original beginning date (KENT) or subsequent revised beginning dates.

**Agency Date Received** is the date the contract amendment/change was received by the Agency's Contract Review office. This is an optional field.

**OCR Rcvd Date** is the date that the Office of Contractual Review has received the contract for review. This field is maintained by authorized users in the Office of Contractual Review.

**Date Budget** is the date the Office of Contractual Review receives approval from the budget office for approval. This field is maintained by authorized users in the Office of Contractual Review.

**Date Legal** is the date the Office of Contractual Review received approval from the DOA legal division. This field is maintained by authorized users in the Office of Contractual Review.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.2 Change Contract Amendment

#### Cross-Reference

#### Steps

**Date Approved** is the date the amendment/change is officially approved. If the contract amendment/change must be approved by the Office of Contractual Review, this field will be maintained by that office. If the contract amendment/change is within the agency's delegated authority, the agency should assign the Date Approved. If electronic approvals are utilized, the system will assign when PAPV record is approved. NOTE: This date approved must be entered prior to payments to be processed.

User must have access and maintenance authority for referenced contract record's contracting agency in the BAAT Screen to process this screen.

#### CFMS 4: KAMD

- a. Change KAMD data in CFMS.
  - b. If the user is not on the **KAMD** screen, type **KAMD** in the Function Line. Press RETURN/ENTER.
  - c. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
  - d. Using the TAB key, move to Amd/Chg Number and type desired contract amendment/change number.
  - e. Press RETURN/ENTER. Requested contract amendment/change should be displayed.
2. Type **CHANGE** in the Function Line:
- a. Using the TAB key, move to Amd/Chg Title field and type the changes to the Contract Title. A second line is available for a continuation of the title, however this second line is optional.
  - b. Using the TAB key, move to Amd/Chg Fiscal Yr field and enter the changes to the fiscal year in which the amendment/change affects.
  - c. Using the TAB key, move to Amd/Chg Status Code and enter a valid status code from BTAB Screen SK (Status Code - Contract).

IF ...	THEN ...
Ready for Further Processing	Type status code = RDY
Supervisor Review	Type status code = SRV
Contract Officer Review	Type status code = ORV

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.2 Change Contract Amendment

Cross-Reference

Steps

IF ...	THEN ...
Print Contract Financial/Management Information On-Line	Type status code = PRO
Sent to Agency	Type status code = ACY
Sent to Facility Planning & Control	Type status code = FPC
Approved & Executed by FPC	Type status code = AFP
Approved by Fiscal Section	Type status code = AFS
Submitting to Contract Review for Approval	Type status code = SCR
Review/Analyze by Contract Review Office	Type status code = RCR
Received from Office of Contract Review	Type status code = RCD
On hold at Office of Contract Review	Type status code = HLD
OCR Review Requested	Type status code = OCR
Disapproved-Contract Review Office	Type status code = DCR
Submitting to Attorney General Office for Approval	Type status code = SAO
Received from Attorney General for Approval	Type status code = RAO
Attorney General Disapproved	Type status code = AGD
Submitting to Risk Management Office for Approval	Type status code = SRM
Received from Risk Management Office for Approval	Type status code = RRM
Risk Management Disapproved	Type status code = RMD
Submitting Civil Service Office for Approval	Type status code = SCS
Civil Service Disapproved	Type status code = CSD
Received from Civil Service Office for Approval	Type status code = RCS

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.2 Change Contract Amendment

Cross-Reference

Steps

IF ...	THEN ...
Prepared & Mailed to Vendor	Type status code = PMV
Returned by Vendor, Not Executed	Type status code = RBV
Submitted for Processing	Type status code = SFP
Pre-Encumber On-Line Prior Approvals	Type status code = PEO
Initiate Approvals	Type status code = AIN
Encumber On-Line	Type status code = ENO
Encumber Batch	Type status code = ENB
Cancel Pre-Encumbrance	Type status code = CPE
Cancel Encumbrance	Type status code = CEN
Canceled-Management (No Accounting Related Information)	Type status code = CXM
Submitting to DOA Legal Division for Review	Type status code = SLE
Submitting to Budget Office for Review	Type status code = SBU
OCR Director Review	Type status code = SSS

- d. Using the TAB key, move to Amd/Chg Type Code and enter a valid entry from BTAB Screen KC (CFMS Amendment/Change Type Codes).
- e. Using the TAB key, move to Amd/Chg Amount and enter the changes in the amount of the contract amendment/change.
- f. Using the TAB key, move to Send to Accounting and enter 'Y' for 'Yes', 'N' for 'No'. If Amd/Chg Type Code is 'ADJ' this will default to 'Y'. If other than 'ADJ', this will default to 'N'. If 'Y', sends encumbrances to accounting.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.2 Change Contract Amendment

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>g. Using the TAB key, move to Amd/Chg Effectv Date and enter the date the amendment/change is effective. This is the official date the amendment/change is negotiated by the two parties.</li><li>h. Using the TAB key, move to Revised Begin Date and enter the revised beginning of the contract. The date must be greater than the original contract beginning date and less than the original ending date.</li><li>i. Using the TAB key, move to Revised Ending Date and enter the official ending date of the contract. This must be greater than or equal to original Begin Contract Date.</li><li>j. Using the TAB key, move to Agcy Rcvd Date and enter the changes to the date the contract amendment/change was received by the Agency's Contract Review office.</li><li>k. Using the TAB key, move to OCR Date Received and enter changes to the date that the Office of Contractual Review has received the contract for review. This field is maintained by authorized users in the Office of Contractual Review.</li><li>l. Using the TAB key, move to Date Budget and enter the changes to the date the Office of Contractual Review receives approval from the budget office for approval. This field is maintained by authorized users in the Office of Contractual Review.</li><li>m. Using the TAB key, move to Date Legal and enter the changes to the date the Office of Contractual Review received approval from the DOA legal division. This field is maintained by authorized users in the Office of Contractual Review.</li><li>n. Using the TAB key, move to Date Approved and enter the changes to the date the amendment/change is officially approved. If the contract amendment/change must be approved by the Office of Contractual Review, this field will be maintained by that office. If the contract amendment/change is within the agency's delegated authority, the agency may assign the Date Approved. NOTE: If OCR approval is required, this date approved must be entered prior to payments to be processed.</li></ul>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 10.3 Delete Contract Amendment/Change Header Screen

**Overview** The CFMS user is provided the capability to delete contract amendment/change header information. This is accomplished by use of the KAMD screen, when the status code = INI.

**Inputs**

- Required contract number
- Required amendment/change number

**Outputs**

- Updated KAMD Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

CFMS 4: KAMD

1. Determine the contract amendment/change to be deleted.  
  
User must have access and maintenance for the contracting agency to delete a contract in KENT.
2. Delete CFMS contract amendment/change in CFMS.
  - a. If the user is not on the **KAMD** screen, type **KAMD** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Amd/Chg Number and type desired contract amendment/change number.
  - d. Press RETURN/ENTER. Requested contract information should be displayed.
3. Type **DELETE** in the Function Line. Press RETURN/ENTER.  
  
NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**10.4 Inquire Contract Amendment/Change Header Screen**

**Overview** The CFMS user is provided the capability to inquire individual contract amendments for a CFMS contract.

**Inputs**

- Required contract number
- Required contract amendment/change number

**Outputs**

- Display requested KAMD record

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the contract amendment/change record to be inquired.

User must have access authority for referenced contract record's contracting agency in the BAAT Screen to process the screen.

2. Inquire KAMD record data in CFMS.

CFMS 4: KAMD

- a. If the user is not on the **KAMD** screen, type **KAMD** in the Function Line. Press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
- c. Using the TAB key, move to Amd/Chg Number and type desired contract amendment/change number.
- d. Press RETURN/ENTER. Requested record should be displayed.

### 10.5 Add Contract Amendment/Change Text

#### Overview

The CFMS user is provided the capability to add contract amendment/change text relating to a specific contract amendment/change in CFMS. Contract amendment/change text may pertain to revised beginning/ending dates, increasing/decreasing contract amount, changing scope of services, changing information regarding the contract, etc. This is accomplished by use of the KCTX screen.

#### Inputs

- Required contract number
- Required contract amendment/change number
- Required amendment/change text

#### Outputs

- Update of KCTX Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

	1.	Determine the contract amendment/change for which contract amendment/change text will be added and the text to be entered into contract amendment/change text record.
CFMS 4: KENT		<b>Contract Number</b> must be a valid and active contract record in the KONT Screen.
CFMS 4: KAMD		<b>Amd/Chg Number</b> , combined with the contract number, must be a valid and active contract change record in the KCHG Screen.
INST 4: BAAT		User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.
	2.	Add KCTX record into CFMS.
CFMS 4: KCTX	a.	If the user is not on the <b>KCTX</b> screen, type <b>KCTX</b> in the Function Line. Press RETURN/ENTER.
	b.	Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
	c.	Using the TAB key, move to Amd/Chg Number field and type desired contract amendment/change number.



Cross-ReferenceSteps

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'ALL LINES CHANGED'.

### 10.6 Change Contract Amendment/Change Text

#### Overview

The CFMS user is provided the capability to maintain contract amendment/change text relating to a specific contract amendment/change in CFMS. Contract amendment/change text may pertain to revised beginning/ending dates, increasing/decreasing contract amount, changing scope of services, changing information regarding the contract, etc. This is accomplished by use of the KCTX screen.

#### Inputs

- Required contract number
- Required contract amendment/change number
- Required changes to contract amendment/change text

#### Outputs

- Update of KCTX Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

	1.	Determine the contract amendment/change for which the user will change contract amendment/change text and the required change to text.
CFMS 4: KENT		<b>Contract Number</b> must be a valid and active contract record in the KONT Screen.
CFMS 4: KAMD		<b>Amd/Chg Number</b> , combined with the contract number, must be a valid and active contract amendment/change record in the KCHG Screen.
INST 4: BAAT		User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.
	2.	Change KCTX record in CFMS.
CFMS 4: KCTX	a.	If the user is not on the <b>KCTX</b> screen, type <b>KCTX</b> in the Function Line. Press RETURN/ENTER.
	b.	Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number, if it is not displayed.
	c.	Using the TAB key, move to Amd/Chg Number field and type desired contract amendment/change number.

Cross-ReferenceSteps

- d. Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

T - TOP (of page/text line record)

B - BOTTOM (of page/text line record)

U - UP (move text lines up one page or six lines of text)

D - DOWN (move text lines down one page or six lines of text)

R - RELATIVE (scroll to specific text line referenced in line number)

I - INSERT (text after the line indicated in the Line Number field)

X - DELETE (text line numbers indicated in the Line Number field)

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 10.7 Delete/Insert Contract Amendment/Change Text

**Overview** The CFMS user is provided the capability to delete and/or insert text lines of contract amendment/change text relating to a specific contract amendment/change in CFMS. This is accomplished by use of the KCTX screen.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required text line action code
  - Required text action
  - Required change to text

- Outputs**
- Update of KCTX Screen

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract amendment/change for which the user will delete/insert contract amendment/change text and the required change to text.
CFMS 4: KENT	<b>Contract Number</b> must be a valid and active contract record in the KONT Screen.
CFMS 4: KAMD	<b>Amd/Chg Number</b> , combined with the contract number, must be a valid and active contract amendment/change record in the KCHG Screen.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.
	2. Delete/Insert text lines in KCTX records.
CFMS 4: KCTX	<ul style="list-style-type: none"> <li>a. If the user is not on the <b>KCTX</b> screen, type <b>KCTX</b> in the Function Line. Press RETURN/ENTER.</li> <li>b. Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>c. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.</li> </ul>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 10.7 Delete/Insert Contract Amendment Text

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Text Action field and chose desired text action. Valid values are:

T - TOP (of page/text line record)

B - BOTTOM (of page/text line record)

U - UP (move text lines up one page or six lines of text)

D - DOWN (move text lines down one page or six lines of text)

R - RELATIVE (scroll to specific text line referenced in line number)

I - INSERT (text after the line indicated in the Line Number field)

X - DELETE (text line numbers indicated in the Line Number field)

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the transaction screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, **OR I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) or, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **10.7 Delete/Insert Contract Amendment Text**

#### Cross-Reference

#### Steps

- a. If inserting text, type **C (CHANGE)** in the function line.
  - b. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 10.8 Inquire Contract Amendment/Change Text

**Overview** The CFMS user is provided the capability to inquire text lines of contract amendment/change text relating to a specific contract amendment/change in CFMS. This is accomplished by use of the KCTX screen.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required text action

- Outputs**
- Display of requested KCTX Screen text lines

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract amendment/change for which the user will inquire text.
CFMS 4: KENT	<b>Contract Number</b> must be a valid and active contract record in the KONT Screen.
CFMS 4: KAMD	<b>Amd/Chg Number</b> , combined with the contract number, must be a valid and active contract amendment/change record in the KCHG Screen.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the agency records to process this screen.
	2. Inquire KCTX record text.
CFMS 4: KCTX	<ul style="list-style-type: none"> <li>a. If the user is not on the <b>KCTX</b> screen, type <b>KCTX</b> in the Function Line. Press RETURN/ENTER.</li> <li>b. Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>c. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.</li> </ul>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **10.8 Inquire Contract Amendment Text**

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Text Action field and chose desired text action. Valid values are:  
  
T - TOP (of page/text line record)  
B - BOTTOM (of page/text line record)  
U - UP (move text lines up one page or six lines of text)  
D - DOWN (move text lines down one page or six lines of text)  
R - RELATIVE (scroll to specific text line referenced in line number)
3. Press RETURN/ENTER.. Requested record should be displayed.



# **11 ADD/CHANGE CONTRACT AMENDMENT ACCOUNTING DISTRIBUTION RECORDS**

## **11.1 Add Contract Amendment Accounting Distribution Screen**

### **Overview**

The CFMS user is provided the capability to add individual contract change accounting distribution lines for an existing contract. This record provides the interface with the accounting system to allow pre-encumbrance, changes to pre-encumbrance or encumbrance of funds in the accounting system. This is accomplished by use of the KCAC screen. If accounting distribution records were set up on AACG, they will be defaulted into KCAC on an add of a new accounting distribution line.

### **Inputs**

- Required contract number
- Required contract amendment/change number
- Required base contract/contract change accounting distribution line number
- Required amount for contract accounting distribution change
- Required contract change accounting distribution

### **Outputs**

- Updated KCAC Screen

### **Completing The Procedure**

#### Cross-Reference

#### Steps

1. Determine contract change accounting distribution line(s) to be added and the contract change to be added to.

CFMS 4: KENT

**Contract Number** must be key to a valid and active contract record in KONT Screen.

CFMS 4: KAMD

**Amd/Chg Number**, combined with contract number, must be a valid and active contract amendment/change record in the KCHG Screen.

CFMS 4: KACG

**Accounting Dist Number**, combined with contract number or contract number and amendment/change number must be key to a valid and active accounting distribution record in the KACG or KCAC Screen.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 11.1 Add/Change Contract Amendment Accounting Distribution Screen

Cross-Reference	Steps
AGCY 4: AGCY	<b>Paying Agency</b> must be key to a valid and active record in the AGCY Screen. User must be authorized in accounting to specify another agency as the paying agency.
INST 4: BTAB	<b>Action Code</b> must be a valid entry in BTAB AC (Action Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the contracting agency records to process this screen.
	2. Add KCAC Screen data into CFMS.
CFMS 4: KCAC	<ul style="list-style-type: none"><li>a. If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>d. Using the TAB key, move to Contract Amd No field and type desired amendment/change number.</li><li>e. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.</li><li>f. Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).</li><li>g. Using the TAB key, move to Pre-Enc Change Number field and type desired change number for the base record (account distribution number and change number).</li><li>h. Using the TAB key, move to Sub For Line Number field and type desired accounting distribution number for which this record is a substitution (replacement of) if KAMD Change Type is SUB. Change Number must be 00.</li><li>i. Using the TAB key, move to Action Code field and type the desired action code.</li></ul>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 11.1 Add/Change Contract Amendment Accounting Distribution Screen

Cross-Reference

Steps

If ...	Then ...
A base record (Change Number = 00 and Pre-Enc Change Number = 00)	Type action code = <b>Create</b>
Increase of a base record (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = <b>Increase</b>
Decrease of a base record (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = <b>Reduce</b>

- j. Using the TAB key, move to P-E/Enc Amount field and type desired increase/decrease amount.
- k. If Change Number is > 00, proceed to step 3. If Change Number is 00, using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 11.2 Change Contract Amendment Accounting Distribution Screen

**Overview** The CFMS user is provided the capability to change individual contract change accounting distribution lines for an existing contract amendment in CFMS. This is accomplished by use of the KCAC screen.

- Inputs**
- Required contract number
  - Required contract amendment/change change number
  - Required contract change accounting distribution line number
  - Required contract change accounting distribution change number
  - Required change to accounting distribution amount
  - Required change to contract accounting distribution

- Outputs**
- Updated KCAC Screen

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine changes to contract change accounting distribution line(s) and line(s) to be changed.
CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in KONT Screen.
CFMS 4: KAMD	<b>Contract Amd Number</b> , combined with contract number, must be a valid and active contract/amendment change record in the KCHG Screen.
CFMS 4: KACG	<b>Accounting Dist Number</b> , combined with contract number or contract number and amendment/change number must be key to a valid and active accounting distribution record in the KACG or KCAC Screen.
AGCY 4: AGCY	<b>Paying Agency</b> must be key to a valid and active record in the AGCY Screen. May be different from contracting agency, however. User must be authorized in accounting to specify another agency as the paying agency.
CFMS 4: KCAC	<b>Change Number</b> , combined with accounting distribution number must be key to a valid and active accounting distribution record in the KCAC Screen.

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 11.2 Change Contract Amendment Accounting Distribution Screen

Cross-Reference	Steps
CFMS 4: KCAC	<b>Pre-Enc Change Number</b> , combined with accounting distribution number and change number must be key to a valid and active accounting distribution record in the KCAC Screen.
INST 4: BTAB	<b>Action Code</b> must be a valid entry in BTAB AC (Action Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the contracting agency records to process this screen.
	2. Change KCAC Screen data in CFMS.
CFMS 4: KCAC	<ul style="list-style-type: none"><li>a. If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>c. Using the TAB key, move to Contract Amd Number field and type desired amendment/change number.</li><li>d. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.</li><li>e. Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).</li><li>f. Using the TAB key, move to Pre-Enc Change Number field and type desired pre-encumbrance change number for the base record (account distribution number).</li><li>g. Press RETURN/ENTER. Requested contract change accounting distribution record should be displayed.</li></ul>
	3. Type <b>CHANGE</b> in the Function Line:
	<ul style="list-style-type: none"><li>a. Using the TAB key, move to Sub For Line Number field and type desired accounting distribution number for which this record is a substitution (replacement of) (if KAMD change type = "SUB").</li><li>b. Using the TAB key, move to Paying Agency field and type desired agency number to be used for encumbrance processing to accounting.</li><li>c. Using the TAB key, move to Pre-Enc Status Code field and type desired status code.</li></ul>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 11.2 Change Contract Amendment Accounting Distribution Screen

Cross-Reference

Steps

If ...	Then ...
Activating to prepare for pre-encumbrance	Type status code = <b>1</b>
Inactivating and current status is 0 or 1	Type status code = <b>5</b>
Activating to prepare for pre-encumbrance after failure and current status is 4	Type status code = <b>1</b>
Inactivating after failure and current status is 4	Type status code = <b>5</b>
Activating to complete cancellation of pre-encumbrance after failure and current status is 7	Type status code = <b>6</b>

- d. Using the TAB key, move to Enc Status Code field and type desired status code.

If ...	Then ...
Activating to prepare for encumbrance	Type status code = <b>1</b>
Inactivating and current status is 0 or 1	Type status code = <b>5</b>
Activating to prepare for encumbrance after failure and current status is 4	Type status code = <b>1</b>
Inactivating after failure and current status is 4	Type status code = <b>5</b>
Activating to complete cancellation of encumbrance after failure and current status is 7	Type status code = <b>6</b>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **11.2 Change Contract Amendment Accounting Distribution Screen**

#### Cross-Reference

#### Steps

- e. Using the TAB key, move to Action Code field and enter the desired Action Code.
- f. Using the TAB key, move to P-E/Enc Amount field and type desired line amount.
- g. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry). If Change Number is > 00 or Pre-Enc Change Number is > 00, the user cannot change the accounting distribution codes.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 11.3 Delete Contract Amendment Accounting Distribution Screen

**Overview** The CFMS user is provided the capability to delete individual contract change accounting distribution lines for an existing contract change in CFMS. This is accomplished by use of the KCAC screen. Record pre-encumber and encumber status must be 0.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required contract change accounting distribution line number
  - Required contract change accounting distribution change number

- Outputs**
- Updated KCAC Screen

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract change accounting distribution line(s) to be deleted.
CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in KONT Screen.
CFMS 4: KAMD	<b>Contract Amd Number</b> , combined with contract number, must be a valid and active contract amendment record in the KCHG Screen.
CFMS 4: KACG	<b>Accounting Dist Number</b> , combined with contract number or contract number and amendment/change number must be key to a valid and active accounting distribution record in the KACG or KCAC Screen.
CFMS 4: KCAC	<b>Change Number</b> , combined with accounting distribution number must be key to a valid and active accounting distribution record in the KCAC Screen.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the contracting agency records to process this screen.
	2. Delete KCAC Screen data in CFMS.
CFMS 4: KCAC	a. If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.



## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 11.3 Delete Contract Amendment Accounting Distribution Screen

#### Cross-Reference

#### Steps

- b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to Contract Amd Number field and type desired amendment/change number.
- d. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.
- e. Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).
- f. Using the TAB key, move to Pre-Enc Change Number field and type desired pre-encumbrance change number for the base record (account distribution number).
- g. Press RETURN/ENTER. Requested contract change accounting distribution record should be displayed.

3. Type **DELETE** in the Function Line and press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 11.4 Inquire Contract Amendment Accounting Distribution Screen

#### Overview

The CFMS user is provided the capability to inquire individual contract change accounting distribution lines for an existing contract change in CFMS. This is accomplished by use of the KCAC screen.

#### Inputs

- Required contract number
- Required contract amendment/change number
- Required contract change accounting distribution line number
- Required contract change accounting distribution change number
- Required contract change accounting distribution pre-encumbrance change number

#### Outputs

- Display of requested KCAC Screen record

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine contract change accounting distribution line(s) to be inquired.
 

CFMS 4: KENT	<b>Contract Number</b> must be key to a valid and active contract record in KONT Screen.
CFMS 4: KAMD	<b>Amd/Chg Number</b> , combined with contract number, must be a valid and active contract amendment record in the KCHG Screen.
CFMS 4: KACG CFMS 4: KCAC	<b>Accounting Dist Number</b> , combined with contract number or contract number and amendment/change number must be key to a valid and active accounting distribution record in the KACG or KCAC Screen.
CFMS 4: KCAC	<b>Change Number</b> , combined with accounting distribution number must be key to a valid and active accounting distribution record in the KCAC Screen.
INST 4: BAAT	User must have access authority in the BAAT Screen for the contracting agency records to process this screen.
2. Inquire KCAC Screen data in CFMS.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **11.4 Inquire Contract Amendment Accounting Distribution Screen**

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KCAC	<ol style="list-style-type: none"><li>a. If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>c. Using the TAB key, move to Contract Amd Number field and type desired amendment/change number.</li><li>d. Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.</li><li>e. Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).</li><li>f. Using the TAB key, move to Pre-Enc Change Number field and type desired pre-encumbrance change number for the base record (account distribution number).</li></ol> <ol style="list-style-type: none"><li>3. Press RETURN/ENTER. Requested record should be displayed.</li></ol>

**12 ADD/CHANGE CONTRACT AMENDMENT APPROVAL RECORDS****12.1 Contract Amendment Approval Processing****Overview**

The CFMS user is provided the capability to add/change and/or approve amendment approval records. The system is designed to automatically create all required contract amendment approvals when an add and/or change is processed for the contract amendment header and/or contract amendment line record(s) that will meet the criteria for build of an approval. This is accomplished by use of the KAMD, KCAC and PAPV screens.

**Inputs**

- Required contract number
- Required contract amendment/change number

**Outputs**

- Updated KCHG/PAPV Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Perform normal contract amendment processing.
2. Add/Change Contract Amendment record approvals.
  - a. Add KAMD, using procedures of Section 10.1 Add Contract Amendment above.
  - b. Change KAMD, using procedures of Section 10.2 Change Contract Amendment above.
3. Change contract amendment status to AIN.

NOTE: On successful change of amendment status to AIN, all required amendment approvals will be moved to the PAPV Screen for processing. See Section 5, Contract Approvals Processing.

**13 PRE-ENCUMBER CONTRACT AMENDMENTS****13.1 Processing Pre-Encumbrance of Amendments to Accounting****Overview**

The CFMS user is provided the capability to post a contract amendment pre-encumbrance on-line. The system is designed to automatically create an accounting transaction for processing to accounting for edit and posting of a contract amendment pre-encumbrance on status code change of the contract amendment record. This is accomplished by the use of the KCAC screen.

NOTE: The original contract has to have been pre-encumbered, if you are going to pre-encumber an amendment. If user wishes to pre-encumber an amendment, the user will need to create new accounting lines on KCAC.

**Inputs**

- Required contract number
- Required amendment/change number
- Required status code change

**Outputs**

- Updated KAMD/KACG Screen and Accounting System File(s)

**Completing  
The Procedure**Cross-ReferenceSteps

- |              |   |    |  |    |  |    |  |    |   |
|--------------|---|----|--|----|--|----|--|----|---|
| 1.           | Determine contract amendment to be pre-encumbered.  |    |  |    |  |    |  |    |   |
| 2.           | Prepare Pre-Encumbrance of contract amendment in CFMS.  |    |  |    |  |    |  |    |   |
| CFMS 4: KAMD | <table border="0"><tr><td style="vertical-align: top; padding-right: 20px;">a.</td><td>If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">b.</td><td>Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">c.</td><td>Using the Tab key, move to Fiscal year field and type the desired fiscal year.</td></tr><tr><td style="vertical-align: top; padding-right: 20px;">d.</td><td>Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.</td></tr></table> | a. | If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER. | b. | Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number. | c. | Using the Tab key, move to Fiscal year field and type the desired fiscal year. | d. | Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number. |
| a.           | If the user is not on the <b>KCAC</b> screen, type <b>KCAC</b> in the Function Line. Press RETURN/ENTER.  |    |  |    |  |    |  |    |   |
| b.           | Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.  |    |  |    |  |    |  |    |   |
| c.           | Using the Tab key, move to Fiscal year field and type the desired fiscal year.  |    |  |    |  |    |  |    |   |
| d.           | Using the TAB key, move to Account Dist Number field and type desired contract accounting distribution line number.   |    |  |    |  |    |  |    |   |

# CONTRACT MANAGEMENT PROCESSING

# PROCEDURES

## 13.1 Processing Pre-Encumbrance of Amendments to Accounting

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>e. Using the TAB key, move to Change Number field and type desired change number (required if change record).</li><li>f. Press RETURN/ENTER. Requested contract accounting distribution line record should be displayed.</li></ul>
	3. If the KCAC status is 0 or 4: <ul style="list-style-type: none"><li>a. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Status Code field and type <b>1</b>.</li><li>b. Using the TAB key, move to other required field and type any required/desired change(s).</li></ul>
	4. Press RETURN/ENTER.  NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.
	5. Post contract amendment pre-encumbrance in CFMS/Accounting.
CFMS 4: KAMD	<ul style="list-style-type: none"><li>a. If the user is not on the <b>KAMD</b> screen, type <b>KAMD</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Amd/Chg Number field and type desired amendment/change number.</li><li>c. Press RETURN/ENTER. Requested amendment/change number record should be displayed.</li></ul>
	6. Process for Pre-encumbrance. <ul style="list-style-type: none"><li>a. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Status field and type <b>PEO</b>.  PEO - Pre-Encumber On-Line</li></ul>
	7. Press RETURN/ENTER.  NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **13.1 Processing Pre-Encumbrance of Amendments to Accounting**

Cross-Reference

Steps

Upon successful update of KAMD of the status code to PES, an on-line program will create and pass to accounting an extract file for edit and updating of the accounting files and will change the KCAC pre-encumbrance status code to 3.

### 13.2 Adjusting Posted Pre-Encumbrance of Amendment

#### Overview

The CFMS user is provided the capability to adjust (increase/decrease) posted contract amendment pre-encumbrance on-line. Adjustment may be required due to add of additional contract amendment amount. This is accomplished by the use of the KCAC screen.

#### Inputs

- Required contract number
- Required contract amendment/change number
- Required account distribution number
- Required action code (Increase/Reduce)

#### Outputs

- Updated KCAC Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine contract amendment pre-encumbrance to be adjusted.
2. Adjust contract amendment pre-encumbrance in CFMS.
  - a. Following procedures of Section 11.1 Add Contract Amendment Accounting Distribution Screen above, add a KCAC record.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Change Number field and enter desired change number. Press RETURN/ENTER. Requested change number should be displayed.
  - c. Type **CHANGE** in the Function Line. Using the TAB key, move to Action Code field and type **I** for **Increase** or **R** for **Reduce**.

IF ...	THEN ...
Increasing a pre-encumbrance	Type action code = Increase
Decreasing (reducing) a pre-encumbrance	Type action code = Reduce



## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **13.2 Adjusting Posted Pre-Encumbrance of Amendment**

#### Cross-Reference

#### Steps

NOTE: Method of accounting and accounting distribution codes must match those of the base record (Change No. = 00).

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

NOTE: To post the pre-encumbrance adjustment, follow the procedures of Section 13.1 Post Pre-Encumbrance.

**14 ENCUMBER CONTRACT AMENDMENTS****14.1 Process Encumbrance of Amendments To Accounting****Overview**

The CFMS user is provided the capability to encumber contract amendments on-line. The system is designed to automatically create all required accounting transactions required for encumbrance, process to accounting and return any responses to the encumbrance process from accounting. This is accomplished by use of the KENT screen.

**Inputs**

- Required contract number
- Required status code to process encumbrance

**Outputs**

- Updated KCHG Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine contract amendment ready for encumbrance. Normally status will be APC - Approvals Complete.
2. Encumber Contract Amendment record.
  - a. Change KAMD, using procedures of Section 10.2 Change Contract Amendment above, change status to **ENO - Encumber On-line**.

NOTE: On successful change of status to ENO, the accounting transaction will be processed (encumbered), KCAC encumber status code will be changed to 3 and contract amendment status code will be changed to ENS.

## **14.2 Process Encumbrance Cancellation To Accounting**

### **Overview**

The CFMS user is provided the capability to cancel an encumbrance on-line. The system is designed to automatically create all required accounting transactions required for canceling the encumbrance, process to accounting and return any responses to the encumbrance cancellation process from accounting. This is accomplished by use of the KAMD screen.

### **Inputs**

- Required contract number
- Required amendment/change number
- Required status code to process encumbrance cancellation

### **Outputs**

- Updated KCHG Screen

### **Completing The Procedure**

#### Cross-Reference

#### Steps

1. Determine contract amendment encumbrance to be canceled in accounting.
2. Cancel Contract Amendment encumbrance record.
  - a. Change KAMD, using procedures of Section 10.2 Change Contract Amendment, change status to **CEN - Cancel On-line**.

NOTE: On successful change of contract amendment status to CEN, the accounting transaction will be processed (cancel encumbrance), KCAC encumber status code will be changed to 6 and upon successful processing in accounting contract amendment status code will be changed to CES and the KCAC encumber status code will be changed to 9.

## **15 PROCESS CANCELLATION OF REMAINING CONTRACT BALANCE - (CNB) ACCOUNTING CHANGE**

### **15.1 Add CNB Contract Accounting Change**

#### **Overview**

The CFMS user is provided the capability to cancel any encumbered balance that will not be utilized for the encumbered year. This process will create required KCAC records automatically. This is accomplished by use of the KAMD screen.

#### **Inputs**

- Required contract number
- Required fiscal year
- Required change type - CNB

#### **Outputs**

- Updated KAMD/KCAC Screens

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine contract for which the remaining encumbered balance should be canceled.

CFMS 4: KCHG

**Contract Number** must be key to a valid and active contract record in the KONT Screen.

**Fiscal Year** must be a year within the contract begin and end dates.

2. Add CNB Contract Amendment/change table record.
  - a. Add contract amendment/change using procedures of Section 10.1 Add Contract Amendment Screen using a change type - **CNB**.

NOTE: The status code change of KAMD to RDY will result in the all required KCAC records being automatically built with a status code of 1, change number of 99 and action code of Reduce to cancel existing contract accounting distribution (KACG).

### 15.2 Change CNB Contract Accounting Change

**Overview** The CFMS user is provided the capability to maintain CNB contract amendments in the contract change database. This is accomplished by use of the KAMD and KCAC screens.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required contract amendment accounting distribution number
  - Required change to the contract amendment
  - Required change to the contract amendment accounting distribution number

- Outputs**
- Updated KAMD/KCAC Screens

### Completing The Procedure

Cross-Reference	Steps
	1. Determine change to CNB amendment change requirements(s).
CFMS 4: KCHG	<p><b>Contract Number</b> must be key to a valid and active contract record in the KONT Screen.</p> <p><b>Amd/Chg Number</b>, combined with the contract number, must be a key to a valid and active contract amendment record in the KCHG Screen.</p>
CFMS 4: KCAC	<p><b>Account Distribution Number</b>, combined with the contract number and amendment/change number, must be key to a valid and active contract amendment/change record in the KAMD Screen.</p>
	2. Change CNB Contract Amendment/Change table record.
	<p>a. Change contract amendment/change using procedures of Section 10.2 Change Contract Amendment above using desired CNB contract number and amendment number. The user may change only the status code, amendment title and the date fields</p>
	3. Change (maintain) CNB Contract Amendment Contract Accounting Distribution Screen record.

### 15.3 Inquire CNB Contract Amendments

#### Overview

The CFMS user is provided the capability to inquire CNB contract amendments in the contract amendment database. This is accomplished by use of the KAMD and KCAC screens.

#### Inputs

- Required contract number
- Required amendment/change number
- Required contract amendment accounting distribution number

#### Outputs

- Display of requested KAMD/KCAC Screen record(s)

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine CNB contract amendment to be inquired.
  - CFMS 4: KENT **Contract Number** must be key to a valid and active contract record in the KENT Screen.
  - Amd/Chg Number** must be key to a valid and active contract amendment record in the KAMD Screen.
  - CFMS 4: KCAC **Account Distribution Number**, combined with the contract number and amendment/change number, must be key to a valid and active contract amendment record in the KAMD Screen.
2. Inquire CNB Contract Amendment/Change Screen record.
  - CFMS 4: KCHG a. Inquire contract amendment/change using procedures of Section 10.4 Inquire Contract Amendment Screen using desired contract number and amendment number.
3. Inquire CNB Contract Change Accounting Distribution Screen record.
  - CFMS 4: KCAC a. Inquire contract change accounting distribution table record using procedures of Section 11.4 Inquire Contract Change Accounting Distribution Screen above.

## **16 PROCESS CONTRACT ACCOUNT DISTRIBUTION SUBSTITUTION (SUB) ACCOUNTING CHANGE**

### **16.1 Add SUB Contract Accounting Change**

**Overview** The CFMS user is provided the capability to substitute a new accounting distribution line for an existing accounting distribution line. This is accomplished by use of the KAMD and KCAC screens.

**Inputs**

- Required contract number
- Required contract amendment/change number
- Required change type - SUB
- Required substitute accounting distribution line record data

**Outputs**

- Updated KCHG/KCAC Screen

#### **Completing The Procedure**

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract to substitute the accounting distribution line for.
CFMS 4: KAMD	<p><b>Contract Number</b> must be key to a valid and active contract record in the KONT Screen.</p> <p><b>Amd/Chg Number</b> must be key to a valid and active contract amount record in the KAMD Screen.</p>
CFMS 4: KCAC	<p><b>Accounting Distribution Number</b>, combined with the contract number and amendment number, must be key to a valid and active contract amendment accounting distribution line record in the KCAC Screen.</p>
	2. Add SUB Contract Amendment record.
CFMS 4: KCAC	3. Add contract amendment/change using procedures of Section 10.1 Add/Change Contract Amendment above using a change type of <b>SUB</b> .
	4. Add Contract Amendment Accounting Distribution Screen record.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **16.1 Add SUB Contract Accounting Change**

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KCAC	<p>5. Add contract amendment accounting distribution table record using procedures of Section 11.1 Add/Change Contract Amendment Accounting Distribution Screen above.</p> <p>NOTE: The Accounting Distribution Line number cannot be equal any existing line record, the Change Number will be 00 and the Sub For Line number must equal a valid line record for that contract. The KCAC program will build the required KCAC for reduction of the existing (sub for) accounting line with an action code of R.</p>



## 16.2 Change SUB Contract Accounting Change

### Overview

The CFMS user is provided the capability to maintain SUB contract accounting changes in the contract amendment database. This is accomplished by use of the KAMD and KCAC screens.

### Inputs

- Required contract number
- Required contract amendment/change number
- Required contract amendment accounting distribution number and change number
- Required change to contract amendment/change
- Required change to contract amendment accounting distribution

### Outputs

- Updated KCHG/KCAC Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine change to SUB contract accounting change requirement(s).

**Contract Number** must be key to a valid and active contract record in the KENT Screen.

CFMS 4: KAMD

**Amd/Chg Number**, combined with the contract number, must be key to a valid and active contract amendment record in the KCHG Screen.

CFMS 4: KCAC

**Accounting Distribution Number**, combined with the contract number and amendment number, must be key to a valid and active contract amendment accounting distribution line record in the KCAC Screen.

2. Change SUB Contract Amendment Screen record.

CFMS 4: KAMD

- a. Change contract amendment using procedures of Section 10.2 Change Contract Amendment/Change Screen above using desired SUB contract number and amendment number. The user may change only the status code or KCTX text.

3. Change SUB Contract Amendment Accounting Distribution Screen record.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **16.2 Change SUB Contract Accounting Change**

#### **Cross-Reference**

#### **Steps**

CFMS 4: KCAC

- a. Change contract amendment accounting distribution table record using procedures of Section 11.2 Change Contract Amendment Accounting Distribution Screen above.

### 16.3 Inquire SUB Contract Accounting Change

**Overview** The CFMS user is provided the capability to inquire SUB contract accounting changes in the contract amendment database. This is accomplished by use of the KAMD and KCAC screens.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required contract amendment accounting distribution number

- Outputs**
- Display of requested KCHG/KCAC Screen record(s)

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine SUB contract accounting change to be inquired.
	<b>Contract Number</b> must be key to a valid and active contract record in the KENT Screen.
CFMS 4: KAMD	<b>Amd/Chg Number</b> , combined with the contract number, must be key to a valid and active contract amendment record in the KCHG Screen.
CFMS 4: KCAC	<b>Accounting Distribution Number</b> , combined with the contract number and amendment number, must be key to a valid and active contract amendment accounting distribution line record in the KCAC Screen.
	2. Inquire SUB Contract Amendment Screen record.
CFMS 4: KAMD	a. Inquire contract amendment using procedures of Section 10.4 Inquire Contract Amendment above using desired contract number and amendment number.
	3. Inquire SUB Contract Amendment Accounting Distribution Screen record.
CFMS 4: KCAC	a. Inquire contract amendment accounting distribution table record using procedures of Section 11.4 Inquire Contract Amendment Accounting Distribution Screen above.

## **17 PROCESS CONTRACT ACCOUNT DISTRIBUTION ADJUSTMENT (ADJ) ACCOUNTING CHANGE**

### **17.1 Add ADJ Contract Accounting Change**

**Overview** The CFMS user is provided the capability to adjust an encumbered balances. This is accomplished by use of the KAMD and KCAC screens.

**Inputs**

- Required contract number
- Required fiscal year
- Required change type - ADJ

**Outputs**

- Updated KAMD Screen

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

CFMS 4: KAMD

1. Determine contract to be adjusted.

**Contract Number** must be key to a valid and active contract record in the KENT Screen.

**Fiscal Year** must be a year within the contract begin and end dates.

2. Add ADJ Contract Amendment record.

a. Add contract amendment using procedures of Section 10.1 Add Contract Amendment/Change Screen using a change type - **ADJ**. If the Adjustment is a prior fiscal year adjustment the Send to Accounting field value should be 'N'.

CFMS 4: KCAC

3. Add Contract Amendment Accounting Distribution.

a. Add contract amendment accounting distribution table record using procedures of Section 11.1 Add Contract Amendment Accounting Distribution Screen above.

**NOTE:** The Accounting Distribution Line number must equal an existing line record, the Change Number must be greater than 00.

## 17.2 Change ADJ Contract Accounting Change

### Overview

The CFMS user is provided the capability to maintain ADJ contract amendments in the contract amendment database. This is accomplished by use of the KAMD and KCAC screens.

### Inputs

- Required contract number
- Required contract amendment/change number
- Required contract amendment accounting distribution number and change
- Required changes to contract amendment
- Required changes to contract amendment accounting distribution

### Outputs

- Updated KAMD, KCAC and KENT Screens

### Completing The Procedure

#### Cross-Reference

#### Steps

CFMS 4: KAMD

1. Determine change to ADJ contract amendment requirement(s).

**Contract Number** must be key to a valid and active contract record in the KENT Screen.

**Fiscal Year** must be a year within the contract begin and end dates.

**Accounting Distribution Number**, combined with the contract number and amendment number, must be key to a valid and active contract amendment accounting distribution line record in the KCAC Screen.

2. Change ADJ Contract Amendment Screen record.

- a. Change contract amendment using procedures of Section 10.2 Change Contract Amendment/Change Screen above using the desired ADJ contract number and amendment number.

CFMS 4: KCAC

3. Change ADJ Contract Amendment Accounting Distribution.

- a. Change contract amendment using procedures of Section 11.1 Change Contract Amendment Accounting Distribution Screen above using the desired ADJ contract number and amendment number.

### 17.3 Inquire ADJ Contract Accounting Change

#### Overview

The CFMS user is provided the capability to inquire ADJ contract amendments in the contract amendment database. This is accomplished by use of the KAMD and KCAC screens.

#### Inputs

- Required contract number
- Required contract amendment/change number
- Required contract amendment fiscal year
- Required contract amendment accounting distribution number

#### Outputs

- Display of requested KAMD/KCAC Screen record(s)

#### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |  |
|--------------|--|
| CFMS 4: KENT | <ol style="list-style-type: none"> <li>1. Determine ADJ contract amendment to be inquired.<br/><br/> <div style="margin-left: 20px;"><b>Contract Number</b> must be key to a valid and active contract record in the KENT Screen.</div> </li> </ol>  |
| CFMS 4: KAMD | <ol style="list-style-type: none"> <li>2. Inquire ADJ Contract Amendment Screen record.<br/><br/> <div style="margin-left: 20px;"><b>Amd/Chg Number</b> must be key to a valid and active contract amendment record in the KAMD Screen.</div> </li> </ol>  |
| CFMS 4: KCAC | <ol style="list-style-type: none"> <li>a. Inquire contract amendment using procedures of Section 10.4 Inquire Contract Amendment/Change Screen using desired contract number and amendment number.</li> <li>3. Inquire ADJ Contract Change Accounting Distribution Screen record.<br/><br/> <div style="margin-left: 20px;">a. Inquire contract change accounting distribution table record using procedures of Section 11.4 Inquire Contract Amendment/Change Accounting Distribution Screen above.</div> </li> </ol> |

**18 PROCESS CONTRACT INVOICE/PAYMENT INFORMATION****18.1 Add Contract Invoice/Payment Information**

**Overview** The CFMS user is provided the capability to add contract invoice/payment information to CFMS. This is accomplished by use of the KINV screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required invoice amount
- Required date goods/serv rcvd & acptd
- Required budget fiscal year

**Outputs**

- Updated KINV Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the contract invoice requirements.  
  
CFMS 4: KENT **Contract Number** must be a valid contract number in KONT Screen.  
  
INST 4: BTAB **Status Code** must be a valid entry in BTAB Screen SK (Status Code - Contract). If left blank on add, will default to 'INI'-Initialize CFMS Record.  
  
CFMS 4: BTAB **Pymt Type** must be valid in the BTAB KP Screen (CFMS Contract Payment Type).  
  
KOFY 4: KOFY **BFY** must be valid in the KOFY Screen  
  
User must have access and maintenance authority for the contract management system to add a record in KINV.  
  
INST 4: BAAT User must have access and maintenance header record authority in BAAT table for the contracting agency records to process this screen.
2. Add invoice in CFMS.

# CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.1 Add Contract Invoice/Payment Information

Cross-Reference	Steps
CFMS 4: KINV	<ol style="list-style-type: none"><li>a. If the user is not on the <b>KINV</b> screen, type <b>KINV</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. At the Contract Number field type the Contract Number.</li><li>d. Using the TAB key, move to the Vend Invoice No field and type the Vendor Invoice Number for the invoice.</li><li>e. Using the TAB key, move to Invoice Title field and type the Invoice title of the invoice/payment record.</li><li>f. Using the TAB key, move to Inv Amt field and type the amount of the invoice.</li><li>g. Using the Tab key, move to Payment type field and enter the desired Payment Type. Once the record is added this field can not be changed. Valid values are:<div style="margin-left: 40px;"><p>'AD' - Advance Payment 'CM' - Credit Memo 'PP' - Periodic Payment (system generates KINV record) 'RE' - Retainage Reduction 'RF' - Retainage Final Payment 'RP' - Regular Payment 'RT' - Retainage Payment</p></div></li><li>h. Using the TAB key, move to Date Goods/Serv Rcvd &amp; Acptd field and type the day the goods/services were received and accepted.</li><li>i. Using the TAB key, move to BFY field and type the fiscal year for the invoice/payment record.</li></ol> <ol style="list-style-type: none"><li>3. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>



## **18.2 Change Contract Invoice/Payment Information**

### **Overview**

The CFMS user is provided the capability to change individual contract invoice information for a CFMS invoice. This is accomplished by use of the KINV screen. Changes can not be made if the status code is greater than 'RDY'.

### **Inputs**

- Required contract number
- Required vendor invoice number
- Required changes to Invoice Title
- Required changes to Status Code
- Required changes to Invoice Amount
- Required changes to Invoice Date
- Required changes to Invoice Received Date
- Required changes to Invoice Approved Date
- Required changes to Date Goods/Serv Rcvd & Acptd
- Required changes to Partial/Final
- Required changes to Budget Fiscal Year
- Required changes to Single Check
- Required changes to Account Period
- Required changes to Effective Billing From
- Required changes to Effective Billing To
- Required changes to Payment Amount
- Required changes to Schd Pay Date
- Required changes to Retainage Amount
- Required changes to Recoupment Amount
- Required changes to Deferred Comp Amount

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.2 Change Contract Invoice/Payment Information

#### Outputs

- Updated KINV Screen

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine the changes to the CFMS contract invoice information in CFMS.

CFMS 4: KENT

**Contract Number** must be valid entry in KONT Screen.

CFMS 4: KINV

**Vendor Invoice Number** must be a valid invoice for the contract number in the KINV Screen.

**Invoice Title** is the invoice title of the invoice/payment record.

INST 4: BTAB

**Status Code** must be valid in BTAB Type Screen SK.

**Invoice Amount** is the amount of the invoice.

**Invoice Date** must be equal to or less than current date. On add, defaults to current date.

**Invoice Received** must be equal to or less than current date. If not entered, defaults to current date. Invoice Received date entered can not be less than the Invoice Date.

**Invoice Approved** must be equal to or less than current date. The Invoice Approved date can not be greater than the invoice date.

**Date Goods/Services Received & Accepted** must be equal to or less than current date.

**Partial/Final** defaults to 'Partial' if nothing is selected.

**Single Check** is used to indicate if payment is to be processed in a single check. Allowed entries are 'Y' for (yes) or 'N' for (no).

CFMS 4: KOFY

**Budget Fiscal Year** is the fiscal year for the invoice/payment record. The Contract number and fiscal year must be the key to a record in the KOFY Screen.

CFMS 4: KOFY

**Accounting Period** is the fiscal month and year expenditure is to be recognized. The field format is MMY. If current date is within grace period for making payments on a closed fiscal year, entry in this field is required.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.2 Change Contract Invoice/Payment Information

#### Cross-Reference

#### Steps

**Effective Billing From** is the beginning date of the billing period for the invoice. This field is for informational purposes. It will not be used in processing contract payments.

**Effective Billing To** is the ending date of the billing period for the invoice. This field is for informational purposes. It will not be used in processing contract payments. The end date must be greater than or equal to begin date.

**Payment Amount** indicates the payment amount that will be sent to accounting. The sum of accounting distributions on KPAG must equal the Payment Amount.

If the Payment Billing Basis on the KEN2 screen is equal to 'P' (percentage), the payment amount will default to the KENT payment percent times the NTE Amount on KOFY. This computed payment amount plus the Previous Payments Processed and Payments in Progress can not exceed the KOFY NTE Contract Amount. The computed amount can be changed as long as the changed amount plus the Previous Payments Processed and Payments in Progress does not exceed the KOFY NTE Contract Amount.

If the Payment Billing Basis on the KEN2 screen is equal to 'S' (schedule), the payment amount will default to the payment amount on the KSCD for the current month. The system will verify a payment for this month has not already been made and that the computed payment amount plus the Previous Payments Processed plus Payments in Progress does not exceed the KOFY NTE Contract Amount. The computed amount can be changed as long as the changed amount plus the Previous Payments Processed plus Payments in Progress does not exceed the KOFY Contract Amount.

If the Payment Billing Basis on the KEN2 screen is equal to 'M' (manual), then enter the payment amount. Enter account distribution amounts on KPAG. This payment amount plus the Previous Payments Processed plus Payments in Progress can not exceed the KOFY NTE Contract Amount. If left blank, will default to amount of invoice upon approval for payment.

**Scheduled Pay Date** identifies a scheduled pay date to the accounting system. If left blank, the date will default to the current date.

**Retainage Amount** is used to indicate the amount of retainage to be withheld from payment.

If the Retainage Billing Basis on the KEN2 screen is to equal to 'P' (percentage), the retainage amount will default to KENT retainage percent times the payment amount. This computed retainage amount plus the Retainage Amount Held can not exceed the KOFY NTE Retainage Amount. The computed amount can be changed as long as the change amount plus the Retainage Amount Held does not exceed the KOFY NTE Retainage Amount.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.2 Change Contract Invoice/Payment Information

#### Cross-Reference

#### Steps

If the Retainage Billing Basis on the KEN2 screen is equal to 'S' (schedule), the retainage amount will default to the retainage amount on the KSCD for the current month. If will verify a payment for this month has not already been made and the retainage amount plus the Retainage Amount Held does not exceed the KOFY NTE Retainage Amount. The retainage amount can be changed as long as the changed amount plus the Retainage Amount Held does not exceed the KOFY NTE Retainage Amount.

If the Retainage Billing Basis on the KEN2 screen is equal to 'M' (manual), then enter retainage amount. This retainage amount plus the Retainage Amount Held can not exceed the KOFY NTE Retainage Amount.

**Recoupment Amount** is used to indicate the amount of recoupment to be withheld from payment.

If the Recoupment Billing Basis on the KEN2 is equal to 'P'(percentage), the recoupment amount will default to the KEN2 recoupment percent times the payment amount. The computed recoupment amount plus the Recoupment Amount Collected can not exceed the KOFY Advance Amount. The computed recoupment amount can be changed as long as the changed amount plus the Recoupment Amount Collected does not exceed the KOFY Advance Amount.

If the Recoupment Billing Basis on the KEN2 screen is equal to 'S'(schedule), the recoupment amount will default to the recoupment amount on the KSCD for the current month. If will verify a recoupment for this month has not already been made and that the computed recoupment payment amount plus the Recoupment Amount Collected does not exceed the KOFY Advance Amount. The computed recoupment amount can be changed as long as the changed amount plus the Recoupment Amount Collected does not exceed the KOFY Advance Amount.

If the Recoupment Billing Basis is equal 'M'(manual), then enter recoupment amount. This recoupment amount plus the Recoupment Amount Collected can not exceed the KOFY Advance Amount.

**Deferred Comp Amt** is used to indicate the amount of deferred compensation to be paid by payment. A vendor number must be have been entered on KEN2, to enter an amount in this field.

If the Deferred Compensation Billing Basis on the KEN2 screen is equal to 'P'(percentage), the deferred compensation amount will default to the KENT deferred compensation percent times the payment amount. This computed deferred compensation amount plus the Deferred Compensation Amount Paid can not exceed the KOFY NTE Deferred Compensation Amount. The computed deferred compensation amount can be changed as long as the changed amount plus the Deferred Compensation Amount Paid does not exceed the KOFY NTE Deferred Compensation Amount.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.2 Change Contract Invoice/Payment Information

#### Cross-Reference

#### Steps

If the Deferred Compensation Billing Basis on the KEN2 screen is equal to 'S'(schedule), the deferred compensation amount will default to the deferred compensation amount on the KSCD record for the current month. It will verify a deferred compensation payment for this month has not already been made and that the computed deferred compensation payment amount does not exceed the KOFY NTE Deferred Compensation Amount. The computed deferred compensation amount can be changed as long as the changed amount plus the Deferred Compensation Amount Paid does not exceed the KOFY NTE Deferred Compensation Amount.

If the Deferred Compensation Billing Basis on the KEN2 screen is equal to 'M', enter the deferred compensation amount. This deferred compensation payment amount plus the Deferred Compensation Amount Paid can not exceed the KOFY NTE Deferred Compensation Amount.

CFMS 4: KINV

2.

Change KINV record in CFMS.

- a. If the user is not on the **KINV** screen, type **KINV** in the Function Line. Press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to the Vendor Invoice Number and type desired vendor invoice number.
- d. Press RETURN/ENTER. Requested contract invoice should be displayed.
- e. Type **CHANGE** in the Function Line. Using the TAB key, move to the Vendor Location Code and enter the desired changes.
- f. Using the TAB key, move to Invoice Title field and enter the desired changes. This is an required field.
- g. Using the TAB key, move to Status Code field and enter the desired changes. The Status Codes valid for the KINV record are as follows:

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.2 Change Contract Invoice/Payment Information

Cross-Reference

Steps

If ...	Then ...
Ready for further processing	Type status code = <b>RDY</b>
Supervisor Review	Type status code = <b>SRV</b>
Contract Officer Review	Type status code = <b>ORV</b>
Initiate Approvals	Type status code = <b>AIN</b>
Payment On-Line	Type status code = <b>PYO</b>
Payment Batch	Type status code = <b>PYB</b>
Cancel Payment Batch	Type status code = <b>CXB</b>
Cancel Payment	Type status code = <b>CXP</b>
Cancel Check	Type status code = <b>CCK</b>
Canceled-Management (No Accounting Related Information)	Type status code = <b>CXM</b>

- h. Using the TAB key, move to Invoice Amount and enter the changes to the amount for this invoice.
- i. Using the TAB key, move to Invoice Date and enter the changes. The Invoice Date can not be greater than the current date.
- j. Using the TAB key, move to Invoice Received and enter the changes. The Invoice Received date can not be less than the Invoice Date.
- k. Using the TAB key, move to Invoice Approved and enter the changes. The Invoice Approved date can not be less than the Invoice Date.
- l. Using the TAB key, move to the Date Goods/ Services Received/ Accepted and enter the changes. The Date Goods/Services Received/ Accepted can not be greater than the current date.
- m. Using the TAB key, move to Partial/Final field and enter the correct letter or tab to the correct choice and press RETURN/ENTER.
- n. Using the TAB key, move to Budget Fiscal Year and enter changes. The Budget Fiscal Year must be the key to a record in the KOFY table.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **18.2 Change Contract Invoice/Payment Information**

#### Cross-Reference

#### Steps

- o. Using the TAB key, move to Accounting Period field and enter the changes to the accounting period and fiscal year for the invoice/payment record.
- p. Using the TAB key, move to the Effective Billing From field and enter changes. This field is for informational purposes. It will not be used in processing contract payments.
- q. Using the TAB key, move to Effective Billing To field and enter changes. End date must be greater than or equal to begin date. This field is for informational purposes. It will not be used in processing contract payments.
- r. Using the TAB key, move to Payment Amount field and enter changes. The sum of the accounting distributions on KPAG must equal the Payment Amount. The changed amount plus the Previous Payments Processed and Payments in Progress can not exceed the KOFY NTE Contract Amount.
- s. Using the TAB key, move to Scheduled Pay Date and enter changes. The Scheduled Pay Date can not be greater than the current date.

3. Press RETURN/ENTER. Updated invoice information should be displayed.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the transaction screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 18.3 Delete Contract Invoice/Payment Information

**Overview**

The CFMS user is provided the capability to delete an invoice for a CFMS contract. This is accomplished by use of the KINV screen. For a contract invoice payment to be deleted, status code must equal "INI".

**Inputs**

- Required contract number
- Required vendor invoice number

**Outputs**

- Updated KONT Screen
- Updated KINV Screen
- Updated KPAG Screen
- Updated HDET Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the invoice to be deleted.

User must have access and maintenance for the contracting agency to delete an invoice in KINV. The status code on KINV cannot be greater than 'INI'.

2. Delete CFMS invoice.

## CFMS 4: KINV

- a. If the user is not on the **KINV** screen, type **KINV** in the Function Line. Press RETURN/ENTER.
- b. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to Vendor Invoice Number and type desired invoice number.

3. Type **DELETE** in the Function Line and press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



**18.4 Inquire Contract Invoice/Payment Information**

**Overview** The CFMS user is provided the capability to inquire individual contract invoice information for a CFMS contract. This is accomplished by use of the KINV screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Display requested KINV record

**Completing  
The Procedure**Cross-ReferenceSteps

CFMS 4: KINV

1. Determine the KINV record to be inquired.
2. If the user is not on the **KINV** screen, type **KINV** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - b. Using the TAB key, move to Vendor Invoice Number field and type desired invoice number.
3. Press RETURN/ENTER. Requested record should be displayed.

## 18.5 Add Contract Invoice Line Information

### Overview

The CFMS user is provided the capability to record invoice lines for a contract invoice in CFMS for subsequent invoice payment processing. By using the KILN screen the user will add the invoice line information in CFMS.

### Inputs

- Required contract number
- Required vendor invoice number
- Required invoice line number

### Outputs

- Updated KINV Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

KONT 4: KONT

1. Determine the agency's contract invoice for which a line is to be added.  
  
**Contract number** must be a valid number in the KONT Screen.  
  
**Vendor Invoice number** must be a valid number in the KINV Screen.
2. Entry of KILN record data into CFMS.
  - a. If the user is not on the **KILN** screen, type **KILN** in the Function Line. Press RETURN/ENTER.
  - b. Type **CLEAR** in the Function Line. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
  - c. Using the TAB key, move to Contract Number field and type desired contract number.
  - d. Using the TAB key, move to Vend Invoice No field and type desired vendor invoice number.
  - e. Using the TAB key, move to Invoice Line Number field and type desired invoice line number.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **18.5 Add Contract Invoice Line Information**

#### Cross-Reference

#### Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the transaction screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 18.6 Change Contract Invoice Line

### Overview

The CFMS user is provided the capability to maintain invoice line(s) for invoices in CFMS. By using the KILN screen the user may change the contract invoice line in CFMS. This is accomplished by use of the KILN screen.

### Inputs

- Required contract number
- Required vendor invoice number
- Required contract invoice line number

### Outputs

- Updated KILN Screen with update of quantity/amount invoiced in the KILN record.

### Completing The Procedure

#### Cross-Reference

#### Steps

CFMS 4: KONT

1. Determine the agency's contract invoice for which the invoice line is to be changed.

**Contract number** must be a valid number in the KONT Screen.

**Vendor invoice number** must be a valid invoice for the contract number in the KINV Screen.

**Contract invoice line** must be a valid invoice line for the contract number in the KILN Screen.

2. Change KILN record data in CFMS.
  - a. If the user is not on the **KILN** screen, type **KILN** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
3. Using the TAB key, move to Vendor Inv No field and type desired vendor invoice number.
4. Using the TAB key, move to Line No field and type desired contract invoice line number.
  - a. Press RETURN/ENTER. Requested record should be displayed.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.6 Change Contract Invoice Line

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"><li>5. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Contract Line Number field and type desired contract line number.</li><li>6. Using the TAB key, move to Comm (Commodity) field and type desired commodity number. *</li><li>7. Using the TAB key, move to QTY field and type desired quantity. *<ol style="list-style-type: none"><li>a. Using the TAB key, move to U/P field and type desired unit price. *</li><li>b. Using the TAB key, move to UOM field and type desired unit of measure. Must be a valid code in BTAB Screen 'UM'. *</li><li>c. Using the TAB key, move to Qty Inv field and type desired quantity from vendor's invoice.</li><li>d. Using the TAB key, move to U/P Inv field and type desired invoice unit price.</li><li>e. Using the TAB key, move to UOM Inv field and type desired invoice unit of measure. Must be a valid code in BTAB Screen 'UM'.</li><li>f. Using the TAB key, move to Amt Inv field and type desired invoice amount. If quantity invoiced and unit price invoiced entered, this field is system calculated and cannot be changed.</li><li>g. Using the TAB key, move to Inv Spec Cond field and type desired special condition code for the invoice. Must be valid in BTAB Screen 'SP' (Special Condition Codes).</li><li>h. Using the TAB key, move to Date Recvd field and type desired goods/services received date.</li><li>i. Using the TAB key, move to Qty Recvd field and type desired goods/services received quantity.</li></ol></li><li>8. Using the TAB key, move to Recvd Spec Cond field and type desired special condition code for the receipt line. Entry must be equal BTAB Screen SP (Special Condition Codes).</li></ol>

\* This field cannot be changed if a contract line number has been entered.

Cross-ReferenceSteps

9. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**18.7 Delete Contract Invoice Line(s)****Overview**

The CFMS user is provided the capability to delete contract invoice lines (KILN). This is accomplished by use of the KILN screen. KILN status code cannot be greater than 'INI'.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required invoice line number

**Outputs**

- Update of KILN Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the agency's contract number for which the contract invoice line is to be deleted.

CFMS 4: KONT

**Contract number** must be a valid number in the KONT Screen.

CFMS 4: KINV

**Vendor invoice number** must be a valid invoice number in the KINV Screen.**Vendor invoice line number** must be a valid number in KINV Screen.

2. Delete of KILN record in CFMS.
  - a. If the user is not on the **KILN** screen, type **KILN** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number.
  - d. Using the TAB key, move to Invoice Line No field and type desired invoice line number.
  - e. Press RETURN/ENTER. Requested record should be displayed.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **18.7 Delete Contract Invoice Line(s)**

#### Cross-Reference

#### Steps

- f. Type **DELETE** in the Function Line and press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



## 18.8 Inquire Contract Invoice Line(s)

**Overview** The CFMS user is provided the capability to inquire contract invoice line(s) KILN records. This is accomplished by use of the KILN screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required vendor invoice line number

**Outputs**

- Display of requested record

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the agency's contract for which contract invoice line(s) is to be inquired.
- CFMS 4: KONT **Contract number** must be a valid number in the KONT Screen.
- Vendor invoice number** must be a valid invoice for the contract number in the KINV Screen.
- Invoice line number** must be a valid invoice line for the contract number in the KILN Screen.
2. Inquire of KILN record in CFMS.
- If the user is not on the **KILN** screen, type **KILN** in the Function Line. Press RETURN/ENTER.
  - Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - Using the TAB key, move to Vend Inv No field and type desired vendor invoice number.
  - Using the TAB key, move to Vendor Invoice Line No field and type desired contract invoice line number.
3. Press RETURN/ENTER. Requested record should be displayed.

### 18.9 Add Contract Invoice Line Description

**Overview** The CFMS user is provided the capability to add description text relating to a specific contract invoice line in CFMS. This is accomplished by use of the KILT screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required invoice line number
- Required description text

**Outputs**

- Update of KILT Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

CFMS4: KILT

1. Determine the contract invoice line for which description will be added and the text to be entered into the description.
2. Add KILT record into CFMS.
  - a. If user is not in the **KILT** screen, type **KILT** in the Function Line. Press RETURN/ENTER.
  - b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice Number field and type desired invoice number.
  - d. Using the TAB key, move to Invoice Line Number field and type desired line number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

**NOTE:** If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.9 Add Contract Invoice Line Description

#### Cross-Reference

#### Steps

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 18.10 Change Contract Invoice Line Description

**Overview** The CFMS user is provided the capability to maintain description relating to a specific contract invoice line number in CFMS. This is accomplished by use of the KILT screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required contract invoice line number
- Required changes to description text

**Outputs**

- Update of KILT Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract invoice line number for which the user will change description text and the required change to text.
2. Change KILT record in CFMS.

#### CFMS: KILT

- a. If user is not in the **KILT** screen, type **KILT** in the Function Line. Press RETURN/ENTER.
  - b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice Number field and type desired contract number.
  - d. Using the TAB key, move to Invoice Line Number.
  - e. Using the TAB key, move to Scroll Action field and select desired scroll action.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, CFMS will display the appropriate error message at bottom of the screen. Correct the error conditions identified

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.10 Change Contract Invoice Line Description

#### Cross-Reference

#### Steps

and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.

- a. Type **CHANGE** in the Function Line. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 18.11 Delete/Insert Contract Invoice Line Description

**Overview** The CFMS user is provided the capability to delete and/or insert text lines of notes relating to a specific contract in CFMS. This is accomplished by use of the KILT/KIL2 screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required invoice line number
  - Required text line action code
  - Required change to text

- Outputs**
- Update of KILT Screen

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> <li>1. Determine the contract invoice line number for which the user will delete/insert description text and the required change to text.</li> <li>2. Delete/Insert text lines in KILT records. <ol style="list-style-type: none"> <li>a. If user is not in the <b>KILT</b> screen, type <b>KILT</b> in the Function Line. Press RETURN/ENTER.</li> <li>b. Type <b>GET</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>c. Using the TAB key, move to Vendor Invoice Number field and type desired contract number.</li> <li>d. Using the TAB key, move to Invoice Line Number.</li> <li>e. Using the TAB key, move to Scroll Action field and enter desired scroll action.</li> </ol> </li> <li>3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li> </ol>
CFMS4: KILT	

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.11 Delete/Insert Contract Invoice Line Description

#### Cross-Reference

#### Steps

- NOTE: If an error condition exists, CFMS will display the appropriate error message at bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display requested text record.
- CFMS4: KIL2
- a. Type **KIL2** in the Function Line, and press RETURN/ENTER. The KIL2 screen should appear formatted with the same lines of text as the KILT screen.
  - b. Type **CHANGE** in the Function Line. Using the TAB key, move to the ACT (action code) field and type the desired action. **D** will result in delete of text lines for the number of lines specified after the **D**. **I** indicates that the user desires to insert line(s) of text after the line of text on which the **I** was typed.
4. Press RETURN/ENTER.
- NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'ALL LINES CHANGED'.
- If the action was **D** the line of text on which the **D** was entered, will be deleted. The text reformatted and the user returned to the KILT screen.
- If the action was **I**, the user will be returned to the KILT screen with the line on which the **I** was entered as the first line of text displayed followed by null (.) lines.
- a. If the KIL2 action was **I**, on the KILT screen:
    - 1) Type **CHANGE** in the Function Line. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, the (.) must be spaced out.
5. Press RETURN/ENTER.
- NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 18.12 Inquire Contract Invoice Line Description

**Overview** The CFMS user is provided the capability to inquire text lines of description relating to a specific contract invoice line in CFMS. This is accomplished by use of the KILT screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required invoice line number
  - Required scroll action

- Outputs**
- Display of requested KILT Screen text lines

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract invoice line number for which the user will inquire text.
2. Inquire KILT record text.
  - a. If user is not in the **KILT** screen, type **KILT** in the Function Line. Press RETURN/ENTER.
  - b. Type **GET** in the Function Line. Using the TAB key, move to Contract Number, Vendor Invoice Number, Invoice Line Number fields and type desired contract number, vendor invoice number and invoice line number.
  - c. Using the TAB key, move to Scroll Action field and select desired scroll action.
3. Press RETURN/ENTER. Requested record should be displayed.

CFMS4: KILT



### 18.13 Change Contract Payment Accounting Distribution - Multiple Screen

**Overview** The CFMS user is provided the capability to change a contract distribution for a CFMS contract. This is accomplished by use of the KPAG screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required accounting distribution number
  - Required status code
  - Required payment amount

- Outputs**
- Updated KPAG Screen

#### Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> <li>1. Determine the contract number for which the user will change the payment accounting distribution table.   <b>Contract Number</b> must be a valid and active contract record in the KONT/KENT Screen.</li> <li>2. Change KPAG record in CFMS.</li> </ol>
CFMS 4: KPAG	<ol style="list-style-type: none"> <li>3. If the user is not on the <b>KPAG</b> screen, type <b>KPAG</b> in the Function Line. Press RETURN/ENTER. <ol style="list-style-type: none"> <li>a. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>b. Using the TAB key, move to Vendor Inv Number field and type desired vendor invoice number.</li> <li>c. Using the TAB key, move to Acct Dist No field and type desired Accounting Distribution number.</li> <li>d. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.</li> </ol> </li> </ol>

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.13 Change Contract Payment Accounting Distribution - Multiple Screen

Cross-Reference

Steps

- e. Using the TAB key, move to desired Status Code field and type desired Status Code.

If ...	Then ...
Activating record to be processed to accounting	Type status code = <b>1</b>
Inactivating a record and current status is 0, 1, or 4	Type status code = <b>5</b>
Activating record to be processed to accounting and current status is 4	Type status code = <b>1</b>
Activating record to be processed to accounting for cancellation and current status is 7	Type status code = <b>6</b>

- f. Using the TAB key, move to the Payment Amount field and type desired payment amount.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**18.14 Inquire Contract Payment Accounting Distribution Screen**

**Overview** The CFMS user may need to inquire contract distribution for a CFMS contract. This is accomplished by use of the KPAG screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required accounting distribution number

**Outputs**

- Display of the requested KPAG Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the contract payment accounting distribution table to be inquired.  
  
**Contract Number** must be a valid and active contract record in the KONT/KENT Screen.
2. Inquire KPAG table in CFMS.
3. If the user is not on the **KPAG** screen, type **KPAG** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - b. Using the TAB key, move to Vendor Inv Number field and type desired vendor invoice number.
  - c. Using the TAB key, move to Acct Dist No field and type desired Accounting Distribution number.
4. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.

CFMS 4: KPAG

### 18.15 Change Contract Payment Accounting Distribution - Single Screen

**Overview** The CFMS user is provided the capability to change a contract distribution detail for a CFMS contract. This is accomplished by use of the KPA2 screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required accounting distribution number
  - Required status code
  - Required payment amount

- Outputs**
- Updated KPA2 Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract number for which the user will change the payment accounting distribution table detail information.

**Contract Number** must be a valid and active contract record in the KONT/KENT Screen.

2. Change KPA2 record in CFMS.

#### CFMS 4: KPA2

- a. If the user is not on the **KPA2** screen, type **KPA2** in the Function Line. Press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to Vendor Inv Number field and type desired vendor invoice number.
- d. Using the TAB key, move to Acct Dist No field and type desired Accounting Distribution number.
- e. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 18.15 Change Contract Payment Accounting Distribution - Single Screen

Cross-Reference

Steps

- f. Type **CHANGE** in the Function Line. Using the TAB key, move to desired Status Code field and type desired Status Code.

If ...	Then ...
Activating record to be processed to accounting	Type status code = <b>1</b>
Inactivating a record and current status is 0, 1, or 4	Type status code = <b>5</b>
Activating record to be processed to accounting and current status is 4	Type status code = <b>1</b>
Activating record to be processed to accounting for cancellation and current status is 7	Type status code = <b>6</b>

- g. Using the TAB key, move to the Payment Amount field and type desired payment amount.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**18.16 Inquire Contract Payment Accounting Distribution - Single Screen****Overview**

The CFMS user may need to inquire contract distribution detail for a CFMS contract. This is accomplished by use of the KPA2 screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required accounting distribution number

**Outputs**

- Display of the requested KPA2 Screen

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine the contract payment accounting distribution table detail information to be inquired.

**Contract Number** must be a valid and active contract record in the KONT/KENT Screen.

2. Inquire KPA2 table in CFMS.

## CFMS 4: KPA2

- a. If the user is not on the **KPAG** screen, type **KPAG** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Inv Number field and type desired vendor invoice number.
  - d. Using the TAB key, move to Acct Dist No field and type desired Accounting Distribution number.
3. Press RETURN/ENTER. Requested record should be displayed.

## 19 PROCESS CONTRACT INVOICE/PAYMENT APPROVAL

### 19.1 Electronic Payment Approvals

**Overview** The CFMS user is provided the capability to process payment approvals generated by the system for (KINV) records from a KINV change (SC=AIN). This is accomplished by use of the KINV and PAPV screens.

**Inputs**

- Required contract number
- Required vendor invoice number
- Required approval record keys

**Outputs**

- Required KINV and PAPV Screens

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the agency's contract for which invoice record(s) require approval processing. The PAPI screen will display approvals pending for the userid entered when an inquire is executed. The KINV status will be AWP.

CFMS 4: KONT

**Contract number** must be a valid number in the KONT Screen.

**Vendor Invoice number** must be a valid vendor invoice number for the contract number in the KINV Screen.

2. Inquire of KINV record in CFMS.
  - a. If the user is not on the **KINV** screen, type **KINV** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number or enter spaces if invoice number is not known.
3. Press RETURN/ENTER.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 19.1 Electronic Payment Approvals

#### Cross-Reference

#### Steps

Identify payment records requiring approval, status code = **AWP**. The CFMS invoice number will be displayed on the KINV and PAPI records in the Suffix field.

4. Inquire of PAPV record in CFMS.
  - a. If the user is not on the **PAPV** screen, type **PAPV** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Document field and type desired contract number.
  - c. Using the TAB key, move to Suffix field and type desired CFMS invoice number or enter spaces if invoice number is not known.
5. Press RETURN/ENTER. Request record should be displayed.
6. Using the procedures of Section 5.1, Contract Approval Processing, process the PAPV record for approval.



## 19.2 Contract Payment Approval

**Overview** The CFMS user is provided the capability to process contract payment (KINV) records to accounting. This is accomplished by use of the KINV screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
- Outputs**
- Update KINV, KACG, and KOFY Screens

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> <li>Determine the agency's contract invoice for which payment is to be processed. KINV status code = APC.</li> </ol>
CFMS 4: KONT	<p><b>Contract number</b> must be a valid number in the KONT Screen.</p> <p><b>Vendor Invoice number</b> must be a valid invoice for the contract number in the KINV Screen.</p> <ol style="list-style-type: none"> <li>Inquire of KINV record in CFMS. <ol style="list-style-type: none"> <li>If the user is not on the <b>KINV</b> screen, type <b>KINV</b> in the Function Line. Press RETURN/ENTER.</li> <li>Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number or enter spaces if invoice number is not known.</li> <li>Press RETURN/ENTER.</li> </ol> </li> <li>Approve KINV record in CFMS.</li> </ol>
EAP4: PAPV	<ol style="list-style-type: none"> <li>Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Status Code field and type <b>PYO</b> or <b>PYB</b>. <b>PYB</b> is not a valid entry for payment types AD, RT, RF or CM.</li> </ol>

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

A payment record will be generated by the system and passed to the accounting interface with GFS for on-line processing (PYO) or batch processing (PYB).

## **20 MAINTAIN CONTRACT RECOUPMENT RECORDS**

### **20.1 Add Contract Advance Refund Records**

#### **Overview**

The CFMS user is provided the capability to record contract advance refund history. The recoupment payments (checks) themselves will be directly entered into GFS as receivables. The maintenance of recoupment will be for historical purposes, to keep track of the total recoupments made against the recoupments owed. This is accomplished through the use of the KCUP screen.

#### **Inputs**

- Required contract number
- Required fiscal year
- Required Contractor Payment Check Number
- Required Date Deposited
- Required Amount of Recoupment Payment

#### **Outputs**

- Update of KCUP/KOFY/KSCD Screens

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract for which the recoupment information will be recorded.

**Contract Number** must be a valid contract number for which the description is to be added.

**Fiscal Year** must be the fiscal year associated with the recoupment payment.

**Contractor Payment Check Number** is the number associated with the recoupment payment made by the contractor.

**Date Deposited** is the date the recoupment payment was deposited.

**Amount** of the recoupment payment will update the recoupment amount collected on the related KOFY and KSCD Screens.

2. Add KCUP record in CFMS.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 20.1 Add Contract Advance Refund Records

#### Cross-Reference

#### Steps

- a. If the user is not on the **KCUP** screen, type **KCUP** in the Function Line. Press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to Fiscal Year and enter the fiscal year associated with the recoupment payment.
- d. Using the TAB key, move to Contractor Payment Check Number and enter the number associated with the recoupment payment made by the contractor.
- e. Using the TAB key, move to Date Deposited and enter the date the recoupment payment was deposited.
- f. Using the TAB key, move to Amount and enter the amount of the recoupment payment. This field will update the recoupment amount collected on the related KOFY and KSCD Screens. Do not enter dollar sign or commas.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 20.2 Change Contract Advance Refund Records

### Overview

The CFMS user is provided the capability to change contract advance refund history. The maintenance of recoupment will be for historical purposes, to keep track of the total recoupments made against the recoupments owed. This is accomplished through the use of the KCUP screen.

### Inputs

- Required contract number
- Required fiscal year
- Required Contractor Payment Check Number
- Required changes to the Date Deposited
- Required changes to the Amount of Recoupment Payment

### Outputs

- Update of KCUP/KOFY/KSCD Screens

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract for which the recoupment history will be changed.

CFMS4: KENT

**Contract Number** must be a valid contract number for which the description is to be added.

**Fiscal Year** must be the fiscal year associated with the recoupment payment.

**Contractor Payment Check Number** is the number associated with the recoupment payment made by the contractor.

**Date Deposited** is the date the recoupment payment was deposited.

**Amount** of the recoupment payment will update the recoupment amount collected on the related KOFY and KSCD Screens.

2. Change KCUP record in CFMS.

- a. If the user is not on the **KCUP** screen, type **KCUP** in the Function Line. Press RETURN/ENTER.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 20.2 Change Contract Advance Refund Records

#### Cross-Reference

#### Steps

- b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to Fiscal Year and enter the fiscal year associated with the recoupment payment.
- d. Using the TAB key, move to Contractor Payment Check Number and enter the number associated with the recoupment payment made by the contractor.
- e. Press RETURN/ENTER. Requested contract recoupment record should be displayed.
- f. Type **CHANGE** in the Function Line. Using the TAB key, move to Date Deposited and enter the changes to the date the recoupment payment was deposited.
- g. Using the TAB key, move to Amount and enter the changes to the amount of the recoupment payment. This field will update the recoupment amount collected on the related KOFY and KSCD Screens.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 20.3 Delete Contract Advance Refund Records

**Overview** The CFMS user is provided the capability to delete contract advance refund history. This is accomplished through the use of the KCUP screen.

**Inputs**

- Required contract number
- Required fiscal year
- Required Contractor Payment Check Number

**Outputs**

- Update of KCUP/KOFY/KSCD Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract for which the recoupment history will be deleted.
- CFMS4: KENT **Contract Number** must be a valid contract number for which the description is to be deleted.
- Fiscal Year** must be the fiscal year associated with the recoupment payment.
- Contractor Payment Check Number** is the number associated with the recoupment payment made by the contractor.
2. Delete KCUP record in CFMS.
- If the user is not on the **KCUP** screen, type **KCUP** in the Function Line. Press RETURN/ENTER.
  - Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - Using the TAB key, move to Fiscal Year and enter the fiscal year associated with the recoupment payment.
  - Using the TAB key, move to Contractor Payment Check Number and enter the number associated with the recoupment payment made by the contractor.
  - Press RETURN/ENTER. Requested contract recoupment record should be displayed.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **20.3 Delete Contract Advance Refund Records**

#### Cross-Reference

#### Steps

3. Type **DELETE** in the Function Line and press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



## 19.4 Inquire Contract Advance Refund Records

**Overview** The CFMS user is provided the capability to inquire contract advance refund history. This is accomplished through the use of the KCUP screen.

**Inputs**

- Required contract number
- Required fiscal year
- Required Contractor Payment Check Number

**Outputs**

- Update of KCUP Screen

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract for which the recoupment history will be inquired.
- CFMS4: KENT **Contract Number** must be a valid contract number for which the description is to be added.
- Fiscal Year** must be the fiscal year associated with the recoupment payment.
- Contractor Payment Check Number** is the number associated with the recoupment payment made by the contractor.
2. Inquire KCUP record in CFMS.
- If the user is not on the **KCUP** screen, type **KCUP** in the Function Line. Press RETURN/ENTER.
  - Type **CHANGE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - Using the TAB key, move to Fiscal Year and enter the fiscal year associated with the recoupment payment.
  - Using the TAB key, move to Contractor Payment Check Number and enter the number associated with the recoupment payment made by the contractor.
  - Press RETURN/ENTER. Requested contract recoupment record should be displayed.

## **21 INQUIRE CONTRACT DATABASE RECORDS**

### **21.1 Inquiry Process**

**Overview** The CFMS user has the capability to view contract database records using various inquiry screens. Each screen displays similar data in different format with different keys or totally different data.

**Inputs**

- Desired inquiry screen
- Required key(s) for inquiry

**Outputs**

- Display of requested contract database record

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine contract data to be inquired and the inquiry screen to be used.
2. Inquire contract database records by use of desired inquiry screen.
  - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, TAB to key field(s) and complete the necessary key field(s) to access desired record.
3. Press RETURN/ENTER. Requested record should display.

Screens provided for inquiry of Contract Database Record(s) is as follows.

##### **CFMS 4: KABC**

**KABC** Contract Inquiry By Agency And Buyer Code (*Contract Officer*): This screen provides the user with the capability to inquire a listing of contracts by purchasing agency (*contracting agency*) and buyer code (*contract officer*). Key is agency number, buyer code (*contract officer*) and contract number.

##### **CFMS 4: KANO**

**KANO** Contracts Inquiry By Purchasing Agency Number Screen: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency (*contracting agency*) . Key is agency number and contract number.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 21.1 Inquiry Process

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KASC	<b>KASC</b> Contracts by Agency, Status Code and Agency Contract Number Screen: This screen provide the user with the capability to inquire a listing of contracts and their titles by agency, status code, and agency contract number.
CFMS 4: KANV	<b>KANV</b> Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.
CFMS 4: KAST	<b>KAST</b> Contract by Agency and Status Code screen is to provide the user with a list of contracts, title line 1, document type and base contract amount for the agency and status code specified. Access is granted only to those contracts for which the user has security access.
CFMS 4: KBST	<b>KBST</b> Contracts By Purchasing agency ( <i>contracting agency</i> ) , Buyer code ( <i>contract officer</i> ) and Status Code: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency ( <i>contracting agency</i> ) , buyer code ( <i>contract officer</i> ) and status. Key is purchasing agency ( <i>contracting agency</i> ) number, buyer code ( <i>contract officer</i> ), status and contract number.
CFMS 4: KCAS	<b>KCAS</b> Contract Amendment/Change by Agency and Status Code screen is to provide the user with a list of contract, amendment/changes by agency number, status code, and contract. Should further detail be required, the user can leaf to the desired KAMD record if he has the correct security access.
CFMS 4: KCRN	<b>KCRN</b> Contracts by Contract Review Number and Contract Number: This screen provide the user with a display of a contract's values, encumbrance, and expenditure.
CFMS 4: KIMI	<b>KIMI</b> Contracts by CFMS Invoice Number: This screen provides the user with a method of finding a Vendor Invoice Number by inquiring on the CFMS assigned Invoice Number and Contract Number.
CFMS 4: KNKN	<b>KNKN</b> Contracts by Prior Contract Number: This screen is to provide the user with the ability to inquire the old contract number and find the contract number that it was converted to in CFMS.
CFMS 4: KOF2	<b>KOF2</b> Encumbrance and Payment Information by Contract Number: This screen is to provide the user with the capability of inquiring encumbrance and payment information by fiscal year.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 21.1 Inquiry Process

Cross-Reference	Steps
CFMS 4: KOF4	<b>KOF4</b> Advanced Amounts, Recoupment Collected Amount, Advance Balances, Retainage Held, Retainage Paid, and Retainage Balances by Fiscal Year by Contract Number.
CFMS 4: KPAS	<b>KPAS</b> Contract Payments by Agency and Status Code Screen: This screen is to provide the user with a list of contract payments by agency and status code. Should further detail be required, the user can leaf to the desired KINV record if security access is available.
CFMS 4: KPVN	<b>KPVN</b> Contract Payments by Payment Voucher Number: This screen is to provide the user with a contract number and vendor invoice number by payment voucher number.
CFMS 4: KSTA	<b>KSTA</b> Contracts By Status Code: This screen provides the user with the capability to inquire a listing of contracts by contract status code. Key is contract status code and contract number.
CFMS 4: KSTC	<b>KSTC</b> Contract Changes by Status Code and Change Number: This screen is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the contracting agency and the contract officer code.
CFMS 4: KTLE	<b>KTLE</b> Contract By Title: This screen provides the user with the capability to inquire a listing of contracts by contract title. Key is contract title and contract number.
CFMS 4: KTNO	<b>KTNO</b> Contract By T-Number Screen: This screen provides the user with the capability to inquire a listing of contracts by contract t-number. Key is contract t-number, solicitation number, and contract number. For CFMS contracts, the solicitation number is spaces.
CFMS 4: KTN2	<b>KTNO</b> Contract By T-Number Table #2 Screen: The purpose of the Contracts By T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Key is t-number.
CFMS 4: KVIN	<b>KVIN</b> Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.
CFMS 4: KVNO	<b>KVNO</b> Contracts By Vendor Number Screen: This screen provides the user with the capability to inquire a listing of contracts by vendor number. Key is vendor number and contract number.

## **22 CONTRACT SUMMARY PRINT**

### **22.1 Printing a Contract Summary**

**Overview** CFMS provides for printing of contract summary documents as desired by the user. This is accomplished with a status code change on the KENT table.

**Inputs**

- Required contract number
- Required status code change

**Outputs**

- Printed contract summary document

#### **Completing The Procedure**

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine if a contract summary is to be printed.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Screen for the contracting agency records to process this screen.
CFMS 4: KENT	<b>Contract Number</b> must be a valid and active contract record in the KONT Screen.
	2. Print contract summary document in CFMS.
CFMS 4: KENT	3. If the user is not on the <b>KENT</b> screen, type <b>KENT</b> in the Function Line. Press RETURN/ENTER.  a. Type <b>INQUIRE</b> in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.  b. Press RETURN/ENTER. Requested record should be displayed.  c. Type <b>CHANGE</b> in the Function Line. Using the TAB key, move to Status Code field and type <b>PRO</b> (print at user's remote printer).  NOTE: If the PRO command is issued successfully, the status code of the contract will be returned to the prior status of the contract immediately.
	4. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**23 CONTRACT AMENDMENT SUMMARY PRINT****23.1 Printing a Contract Amendment/Change Summary**

**Overview** CFMS provides for printing of contract amendment summary documents as desired by the user. This is accomplished with a status code change on the KAMD table.

- Inputs**
- Required contract number
  - Required contract amendment/change number
  - Required status code change
- Outputs**
- Printed contract amendment summary document

**Completing  
The Procedure**Cross-ReferenceSteps

1. Determine if a contract amendment/change summary is to be printed.  
  
INST 4: BAAT User must have access and maintenance authority in the BAAT Screen for the contracting agency records to process this screen.  
  
CFMS 4: KENT **Contract Number** must be a valid and active contract record in the KONT Screen.  
  
CFMS 4: KAMD **Amd/Chg Number** must be a valid and active contract record in the KCHG Screen.
2. Print contract amendment summary document in CFMS.  
  
If the user is not on the **KAMD** screen, type **KAMD** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - b. Using the TAB key, move to Amd/Chg Number field and type desired amendment number.
  - c. Press RETURN/ENTER. Requested record should be displayed.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **23.1 Printing a Contract Amendment/Change Summary**

#### Cross-Reference

#### Steps

- d. Type **CHANGE** in the Function Line. Using the TAB key, move to Status Code field and type **PRO** (print at user's remote printer).

NOTE: If the PRO command is issued successfully, the status code of the contract amendment will be returned to the prior status of the contract amendment immediately.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.



## 24 MAINTAIN CONTRACT FY CONVERSION AMOUNTS

### 24.1 Change Contract FY Conversion Amounts

#### Overview

The CFMS user is provided the capability to change individual contract fiscal year conversion (adjustment) amounts for a CFMS contract. This is accomplished by use of the KOFC screen. The adjustment amount identifies expenditures for the year identified. Before this screen can be changed a KOFY (Contract FY Not To Exceed Amounts) record must exist.

#### Inputs

- Required contract number
- Required changes to adjustments

#### Outputs

- Updated KOFY Screen

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract number and fiscal year for which the user will change the adjustment (expenditure) amount.

**Contract Number** must be valid and active record in the KONT Screen.

**Fiscal Year** is the fiscal year for the contact record to be changed.

**Adjustments** indicates the amount of expenditures to be posted against the contract for fiscal year identified.

2. Inquire CFMS contract Adjustment(s) in CFMS.

CFMS 4: KOFY

3. If you are not in the **KOFC** screen, type **KOFC** in the Function Line. Press RETURN/ENTER.
  - a. Type **INQUIRE** in the Function Line. At the Contract Number field type desired contract number.
  - b. Using the TAB key, move to FY field and type desired fiscal year.
  - c. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **24.1 Add Contract FY Conversion Amounts**

#### Cross-Reference

#### Steps

4. Type CFMS contract Adjustment (Conversion) Amount(s).
  - a. Type **CHANGE** in the Function Line. Using the TAB key, move to desired Conversion Amount field and type desired fiscal year conversion amount.
  - b. Repeat Step 3a for each fiscal year to be changed.
5. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 24.2 Inquire Contract FY Conversion Amounts

**Overview** The CFMS user is provided the capability to inquire individual contract fiscal year conversion amounts for a CFMS contract. This is accomplished by use of the KOFC screen.

- Inputs**
- Required contract number
  - Required contract fiscal year
- Outputs**
- Display requested KOFC record

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine the KOFC record to be inquired.  |
| CFMS 4: KOFY | 2. | If the user is not on the <b>KOFC</b> screen, type <b>KOFC</b> in the Function Line. Press RETURN/ENTER. |
|              | a. | Type <b>INQUIRE</b> in the Function Line. At the Contract Number field type desired contract number.     |
|              | b. | Using the TAB key, move to FY field and type desired fiscal year.  |
|              | c. | Press RETURN/ENTER. Requested contract fiscal year record should be displayed.                           |

## **25 MAINTAIN CONTRACT COVER REQUEST**

### **25.1 Change Contract Cover Sheet Request**

**Overview** The CFMS OCR user is provided the capability to request that a contract cover sheet be printed for specified contracts and/or amendments. This is accomplished by use of the KCVR screen. This screen is strictly for the use of the Office of Contractual Review.

**Inputs**

- Required contract number
- Required contract amendment number

**Outputs**

- Printed OCR cover sheet

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract number(s) for which the user will request an OCR cover sheet.

**Contract Number** must be valid and active record in the KONT Screen.

**Amendment** must be valid and active record in the KCHG Screen.

**Print Original Contract** indicates whether the original contract information should be printed for the amendment identified.

2. If you are not in the **KCVR** screen, type **KCVR** in the Function Line. Press RETURN/ENTER.
  - a. Type **CHANGE** in the Function Line. Type the contract number to be printed.
  - b. Type the amendment number to be printed.
  - c. Identify whether the original contract number should be printed, if an amendment number is entered.
  - d. Repeat Steps 2a, 2b, and 2c for additional (up to 4) contracts/amendments to be printed.

Cross-ReferenceSteps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

4. If additional cover sheets are required, repeat steps 2a, 2b, 2c, and 2d. Be sure to space out or delete and entries the user does not required to print again.

## 26 PROCESS CONTRACT NON-PAYABLE INVOICE/PAYMENT INFORMATION

### 26.1 Add Contract Non-Payable Invoice/Payment Information

**Overview** The CFMS user is provided the capability to add contract invoice/payment information to CFMS. This is accomplished by use of the KNPI screen for non-payable contracts only.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required invoice amount
  - Required budget fiscal year

- Outputs**
- Updated KINV Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract invoice requirements.
CFMS 4: KENT	<b>Contract Number</b> must be a valid contract number and a non-payable contract as indicated on the KENT Screen.
INST 4: BTAB	<b>Status Code</b> must be a valid entry in BTAB Screen SK (Status Code - Contract). If left blank on add, will default to 'INI'-Initialize CFMS Record.
CFMS 4: BTAB	<b>Pymt Type</b> must be valid in the BTAB KN Type Table (CFMS Non-Payable Payment Type).
KOFY 4: KOFY	<b>BFY</b> must be valid in the KOFY Table.
	User must have access and maintenance authority for the contract management system to add a record in KNPI.
INST 4: BAAT	User must have access and maintenance header record authority in BAAT table for the contracting agency records to process this screen.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 26.1 Add Contract Non-Payable Invoice/Payment Information

Cross-Reference	Steps
	2. Add invoice in CFMS.
CFMS 4: KNPI	<ul style="list-style-type: none"><li>a. If the user is not on the <b>KNPI</b> screen, type <b>KNPI</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. At the Contract Number field type the Contract Number.</li><li>d. Using the TAB key, move to the Vend Invoice No field and type the Vendor Invoice Number for the invoice.</li><li>e. Using the TAB key, move to Inv Amt field and type the amount of the invoice.</li><li>f. Using the Tab key, move to Payment type field and enter the desired Payment Type. The payment can only be changed at 'INI'. Valid values are:<ul style="list-style-type: none"><li>'NC' - Credit Memo</li><li>'NP' - Non-Payable</li><li>'RE' - Retainage Reduction</li><li>'RF' - Retainage Final Payment</li><li>'RT' - Retainage Payment</li></ul></li><li>g. Using the TAB key, move to BFY field and type the fiscal year for the invoice/payment record.</li></ul>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **26.2 Change Contract Non-Payable Invoice/Payment Information**

### **Overview**

The CFMS user is provided the capability to change individual contract invoice information for a CFMS invoice. This is accomplished by use of the KNPI screen. Changes can not be made if the status code is greater than 'RDY'.

### **Inputs**

- Required contract number
- Required vendor invoice number
- Required changes to Status Code
- Required changes to PO/RQ Number
- Required changes to FPC Number
- Required changes to Invoice Date
- Required changes to Invoice Amount
- Required changes to Received Facility Planning and Control Date
- Required changes to Received Fiscal Date
- Required changes to Forward Date
- Required changes to Vendor Name
- Required changes to Payment Type
- Required changes to Budget Fiscal Year
- Required changes to Account Period
- Required changes to Payment Amount
- Required changes to Retainage Amount
- Required changes to Comments

### **Outputs**

- Updated KINV Table

### **Completing The Procedure**



## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 26.2 Change Contract Non-Payable Invoice/Payment Information

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the changes to the CFMS contract invoice information in CFMS.
CFMS 4: KENT	<b>Contract Number</b> must be a valid contract number and a non-payable contract as indicated on the KENT Screen.
CFMS 4: KNPI	<b>Vendor Invoice Number</b> must be a valid invoice for the contract number in the KINV Table.
INST 4: BTAB	<b>Status Code</b> must be valid in BTAB Type Screen SK.  <b>Invoice Amount</b> is the amount of the invoice.  <b>Invoice Date</b> must be equal to or less than current date. On add, defaults to current date.  <b>PO/RQ Number</b> is the purchase or requisition number.  <b>FPC Project Number</b> is the number assigned by facility planning to further identify a project.  <b>Received FPC Date</b> is the date the invoice was received by the Office of Facility Planning.  <b>Received Fiscal Date</b> is the date the invoice was received by the Fiscal Office.  <b>Forward Date</b> is the date the invoice was forwarded to the appropriate entity for payment.
CFMS 4: KOFY	<b>Budget Fiscal Year</b> is the fiscal year for the invoice/payment record. The Contract number and fiscal year must be the key to a record in the KOFY Screen.
CFMS 4: KOFY	<b>Accounting Period</b> is the fiscal month and year expenditure is to be recognized. The field format is MMY. If current date is within grace period for making payments on a closed fiscal year, entry in this field is required.  <b>Payment Amount</b> indicates the payment amount that will be sent to accounting. The sum of accounting distributions on KPAG must equal the Payment Amount.  This payment amount plus the Previous Payments Processed plus Payments in Progress can not exceed the KOFY NTE Contract Amount. If left blank, will default to amount of invoice upon approval for payment.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 26.2 Change Contract Non-Payable Invoice/Payment Information

#### Cross-Reference

#### Steps

**Retainage Amount** is used to indicate the amount of retainage to be withheld from payment.

This retainage amount plus the Retainage Amount Held can not exceed the KOFY NTE Retainage Amount.

CFMS 4: KNPI

2.

Change KNPI record in CFMS.

- a. If the user is not on the **KNPI** screen, type **KNPI** in the Function Line. Press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- c. Using the TAB key, move to the Vendor Invoice Number and type desired vendor invoice number.
- d. Press RETURN/ENTER. Requested contract invoice should be displayed.
- e. Type **CHANGE** in the Function Line. Using the TAB key, move to Status Code field and enter the desired changes. The Status Codes valid for the KNPI record are as follows:

If ...	Then ...
Ready for further processing	Type status code = <b>RDY</b>
Supervisor Review	Type status code = <b>SRV</b>
Contract Officer Review	Type status code = <b>ORV</b>
Initiate Approvals	Type status code = <b>AIN</b>
Payment On-Line	Type status code = <b>PYO</b>
Payment Change On-Line	Type status code = <b>PYC</b>
Cancel Payment	Type status code = <b>CXP</b>
Canceled-Management (No Accounting Related Information)	Type status code = <b>CXM</b>

- f. Using the TAB key, move to the PO/RQ Number and enter the changes to the field for this invoice.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 26.2 Change Contract Non-Payable Invoice/Payment Information

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none"><li>g. Using the TAB key, move to the FPC Project Number and enter the changes to the field for this invoice.</li><li>h. Using the TAB key, move to Invoice Date and enter the changes. The Invoice Date can not be greater than the current date.</li><li>i. Using the TAB key, move to Invoice Amount and enter the changes to the amount for this invoice.</li><li>j. Using the TAB key, move to Received Facility Planning and Control Date and enter the changes.</li><li>k. Using the TAB key, move to Received Fiscal Date and enter the changes.</li><li>l. Using the TAB key, move to Forward Date and enter the changes.</li><li>m. Using the TAB key, move to Payment Type enter the changes. Change is allowed at status of INI.</li><li>n. Using the TAB key, move to Budget Fiscal Year and enter changes. The Budget Fiscal Year must be the key to a record in the KOFY table. Change is allowed at status of INI.</li><li>o. Using the TAB key, move to Accounting Period field and enter the changes to the accounting period and fiscal year for the invoice/payment record.</li><li>p. Using the TAB key, move to Payment Amount field and enter changes. The sum of the accounting distributions on KPAG must equal the Payment Amount - Retainage Amount. The changed amount plus the Previous Payments Processed and Payments in Progress can not exceed the KOFY NTE Contract Amount.</li><li>q. Using the TAB key, move to Retainage Amount field and enter changes.</li><li>r. Using the TAB key, move to Comments field and enter changes.</li></ul>
	3. Press RETURN/ENTER. Updated invoice information should be displayed.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the transaction screen. Correct the error

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **26.2 Change Contract Non-Payable Invoice/Payment Information**

Cross-Reference

Steps

conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 26.3 Delete Contract Non-Payable Invoice/Payment Information

**Overview** The CFMS user is provided the capability to delete an invoice for a CFMS non-payable contract. This is accomplished by use of the KNPI screen. For a contract invoice payment to be deleted, status code must equal "INI".

**Inputs**

- Required contract number
- Required vendor invoice number

**Outputs**

- Updated KONT Table
- Updated KINV Table
- Updated HDET Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the invoice to be deleted.  
  
User must have access and maintenance for the contracting agency to delete an invoice in KNPI. The status code on KNPI cannot be greater than 'INI'.
2. Delete CFMS invoice.
  - a. If the user is not on the **KNPI** screen, type **KNPI** in the Function Line. Press RETURN/ENTER.
  - b. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice Number and type desired invoice number.
3. Type **DELETE** in the Function Line and press RETURN/ENTER.  
  
NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

CFMS 4: KNPI

**26.4 Inquire Contract Non-Payable Invoice/Payment Information**

**Overview** The CFMS user is provided the capability to inquire individual contract non-payable invoice/payment information for a CFMS contract. This is accomplished by use of the KNPI screen.

**Inputs**

- Required contract number
- Required vendor invoice number
- Display requested KNPI record

**Completing  
The Procedure**Cross-ReferenceSteps

CFMS 4: KNPI

1. Determine the KNPI record to be inquired.
2. If the user is not on the **KNPI** screen, type **KNPI** in the Function Line. Press RETURN/ENTER.
  - a. Using the TAB key, move to Contract Number field and type desired contract number.
  - b. Using the TAB key, move to Vendor Invoice Number field and type desired invoice number.
3. Press RETURN/ENTER. Requested record should be displayed.

### 26.5 Electronic Payment Approvals for Non-Payable Invoices/Payments (KNPI)

**Overview** The CFMS user is provided the capability to process payment approvals generated by the system for non-payable records from a KNPI change (SC=AIN). This is accomplished by use of the KNPI and PAPV screens.

- Inputs**
- Required contract number
  - Required vendor invoice number
  - Required approval record keys
- Outputs**
- Required KNPI and PAPV Screens

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine the agency's contract for which invoice record(s) require approval processing. The PAPI screen will display approvals pending for the userid entered when an inquire is executed. The KNPI status will be AWP.

CFMS 4: KENT

**Contract number** must be a valid number in the KONT Table.

**Vendor Invoice number** must be a valid vendor invoice number for the contract number in the KINV Table.

2. Inquire of KNPI record in CFMS.
  - a. If the user is not on the **KNPI** screen, type **KNPI** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
  - c. Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number or enter spaces if invoice number is not known.
3. Press RETURN/ENTER.

Identify payment records requiring approval, status code = **AWP**. The CFMS invoice number will be displayed on the KNPI and PAPI records in the Suffix field.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **26.5 Electronic Payment Approvals for KNPI**

#### Cross-Reference

#### Steps

4. Inquire of PAPV record in CFMS.
  - a. If the user is not on the **PAPV** screen, type **PAPV** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line. Using the TAB key, move to Document field and type desired contract number.
  - c. Using the TAB key, move to Suffix field and type desired CFMS invoice number or enter spaces if invoice number is not known.
5. Press RETURN/ENTER. Request record should be displayed.
6. Using the procedures of Section 5.1, Contract Approval Processing, process the PAPV record for approval.



### 26.6 Contract Non-Payable Payment Approval

**Overview** The CFMS user is provided the capability to process contract payment non-payable records to accounting. This is accomplished by use of the KNPI screen.

- Inputs**
- Required contract number
  - Required vendor invoice number
- Outputs**
- Update KINV, KACG, and KOFY Screens

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> <li>Determine the agency's contract invoice for which payment is to be processed. KNPI status code = APC.</li> </ol>
CFMS 4: KENT	<p><b>Contract number</b> must be a valid number in the KONT Table.</p> <p><b>Vendor Invoice number</b> must be a valid invoice for the contract number in the KINV Table.</p> <ol style="list-style-type: none"> <li>Inquire of KINV record in CFMS. <ol style="list-style-type: none"> <li>If the user is not on the <b>KNPI</b> screen, type <b>KNPI</b> in the Function Line. Press RETURN/ENTER. Type <b>CHANGE</b> in the Function Line.</li> <li>Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>Using the TAB key, move to Vendor Invoice No field and type desired vendor invoice number or enter spaces if invoice number is not known.</li> <li>Press RETURN/ENTER.</li> </ol> </li> <li>Approve KINV record in CFMS.</li> </ol>
CFMS: KNPI	<ol style="list-style-type: none"> <li>Using the TAB key, move to Status Code field and type <b>PYO</b> or <b>PYC</b>.</li> </ol> <ol style="list-style-type: none"> <li>Type <b>CHANGE</b> in the Function Line. Press ENTER/RETURN.</li> </ol>

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **26.6 Contract Non- Payment Approval**

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press ENTER/RETURN. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

A payment record will be generated by the system and passed to the accounting interface with GFS for on-line processing (PYO/PYC).

**27 MAINTAIN CONTRACT VENDOR PERFORMANCE INFORMATION****27.1 Change Contract Vendor Performance Information**

**Overview** The CFMS user is provided the capability to change a contract vendor performance information. This is accomplished by the use of the KPER screen.

**Inputs**

- Required contract number
- Required changes to Perf Code
- Required changes to Received Perf Report
- Required changes to Notice Issued

**Outputs**

- Updated KONT Table

**Completing  
The Procedure**Cross-ReferenceSteps

- |              |    |   |
|--------------|----|---|
|              | 1. | Determine the contract to be updated.   |
| KONT 4: KONT |    | <b>Contract Number</b> must be key to a valid and active contract record in KONT Table.   |
|              |    | <b>Performance Code</b> must be a valid entry in the BTAB Table RC (Rating Code).   |
|              |    | <b>Received Performance Report</b> is the date the performance evaluation report was received by the Office of Contractual Review or agency. Field is maintained by authorized users. |
|              |    | <b>Notice Issued</b> is the date entered by the system when a notice is issued to an agency. This field can be changed to spaces and another notice will be issued.                   |
| INST 4: BAAT |    | User must have access to contracting agency record to be allowed inquiry of that agency's record(s) KENT.   |
| CFMS 4: KPER | 2. | If the user is not in the KPER screen, type <b>KPER</b> in the Function Line. Press RETURN/ENTER.   |

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 27.1 Change Contract Vendor Performance Information

#### Cross-Reference

#### Steps

- a. Type **INQUIRE** in the Function Line. Using the TAB key, move to Contract Number field and type desired contract number.
- b. Press ENTER/RETURN. Requested contract number record should be displayed.
3. Changing the record:
  - a. Type **CHANGE** in the Function Line. Using the TAB key, move to Performance Code field and type any changes to the rating code. This code must be a valid entry in the BTAB Table RC (Rating Code).
  - b. Using the TAB key, move to Received Performance Report field and type any changes to the date.
  - c. Using the TAB key, move to NTC Issued field. This field can be changed to spaces. Another notice will be issued. (When the date is spaces, the late performance report print date will be changed to spaces).
4. Press ENTER/RETURN. Requested contract information should be displayed.

NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified. Press ENTER/RETURN. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## **27.2 Inquire Contract Vendor Performance Information**

**Overview** The CFMS user is provided the capability to inquire contract vendor performance information for a CFMS contract. This is accomplished by use of the KPER screen.

**Inputs** ● Required contract number

**Outputs** ● Display requested KONT record

### **Completing The Procedure**

<u>Cross-Reference</u>	<u>Steps</u>
CFMS 4: KENT	1. Determine the KPER record to be inquired.
	2. If the user is not on the <b>KPER</b> screen, type <b>KPER</b> in the Function Line. Press RETURN/ENTER.
	a. Type <b>INQUIRE</b> in the Function Line. At Contract Number field type desired contract number.
	b. Press ENTER/RETURN. Requested contract record should be displayed.

## 28 MAINTAIN OFFICE OF CONTRACTUAL REVIEW (OCR) REPORTS

### 28.1 Change OCR Reports

**Overview** The CFMS OCR user is provided the capability to request OCR reports be printed for specified ranges. This is accomplished by use of the ORPT/RPT2 screens. The ORPT allows the printing of the BK8 reports and the RPT2 screen allows the printing of the BK11 reports. These screens are strictly for the use of the Office of Contractual Review.

- Inputs**
- Required report
  - Required From Date
  - Required To Date
  - Required Number of Top Contractors
  - Required Document Type
  - Required Class/Subclass

- Outputs**
- Printed OCR report

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<p>1. Determine the report to be printed. If a BK8 report is needed, access the ORPT screen. If a BK11 report is needed, access the RPT2 screen.</p> <p><b>From Date</b> must be valid date. Identifies the first approval date to include in the report.</p> <p><b>To Date</b> must be valid date. Identifies the last approval date to include in the report.</p> <p><b>Number of Top Contractors</b> must be valid number. Identifies the number of vendors to include in the report.</p>
INST 4: BTAB	<b>Document Type</b> must be a valid entry in BTAB Table (DK - Document Type-Contract).
COMM 4: COMM	<b>Class/Subclass</b> must be a valid entry in COMM/COM2 Table.

## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 28.1 Change OCR Reports

#### Cross-Reference

#### Steps

2. Select the report to be printed.
  - a. On ORPT, type '1' (Contracts > \$24,999-AGCY), '2' (Contracts > \$24,999-VDR), '3' (OCR Approved Contracts), or '4' (Contracts Approved Up TO \$10,000) .  
  
On RPT2, Type '1' (Contracts by Doc Type), '2' (Contracts by Minority Vdr), '3' (Contracts by Women Vendor), '4' (Contracts by Class/Subclass), or '5' (Contracts by Overall Amount).
  - b. Using the TAB key, move to the From Date field and type the first approval date to include in the report.
  - c. Using the TAB key, move to the To Date field and type the last approval date to include in the report.
  - d. Using the TAB key, move to the Number of Top Contractors field, and type the number of top contractors to include in the report.
  - e. If BK11B is needed, using the TAB key, move to the Document Type field and type document type for which to generate the report.
  - f. If the BK11E is needed, using the TAB key, move to the Class/Subclass field and type the class/subclass for which to generate the report.
3. Type **CHANGE** in the Function Line. Press ENTER/RETURN.  
  
NOTE: If an error condition exists, CFMS will display the appropriate error messages at the bottom of the screen. Correct the error conditions identified and press ENTER/RETURN. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.
4. If additional reports are required, repeat steps 2a, 2b, 2c, 2d, 2e, 2f and 3. Be sure to space out or delete and entries the user does not required to print again.

## 29 PROCESS CONTRACT AUDIT RECORDS

### 29.1 Add Contract Audit Records

**Overview** The CFMS user is provided the capability to maintain contract audit data in CFMS. This is accomplished by use of the KAUD screen.

- Inputs**
- Required contract number
  - Required audit type
  - Required audit due date
  - Required responsible person
  - Required responsible person address
  - Required phone number

- Outputs**
- Updated of KAUD Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the CFMS contract for which the contract audit will be maintained.

CFMS 4: KENT

**Contract Number** must be a valid entry in the KONT Table.

INST 4: BTAB

**Audit Type** must be a valid type listed in BTAB table AU.

**Audit Due Date** is the date the audit is due.

**Responsible Person** identifies the person responsible for the audit.

**Responsible Person Address** identifies the address of the person responsible for the audit.

**Phone Number** identifies the telephone number of the person responsible for the audit.

2. Add KAUD record in CFMS.



## CONTRACT MANAGEMENT PROCESSING

## PROCEDURES

### 29.1 Add Contract Audit Records

Cross-Reference	Steps						
CFMS 4: KAUD	<ol style="list-style-type: none"><li>a. If the user is not on the <b>KAUD</b> screen, type <b>KAUD</b> in the Function Line. Press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. At the Contract Number field type the desired contract number.</li><li>d. Using the TAB key, move to Audit Type field and type desired Audit Type. These types are stored on BTAB table AU. Current types are:<table><tr><td>GAS</td><td>Government Auditing Standards (yellow book)</td></tr><tr><td>128</td><td>OMB CIRCULAR A-128</td></tr><tr><td>133</td><td>OMB CIRCULAR A-133</td></tr></table></li><li>e. Using the TAB key, move to Audit Due Date field and enter the date the audit is due.</li><li>f. Using the TAB key, move to the Responsible Person field and enter the name of the responsible person.</li><li>g. Using the TAB key, move to Phone Number field and enter the telephone number of the responsible person.</li></ol> <ol style="list-style-type: none"><li>3. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>	GAS	Government Auditing Standards (yellow book)	128	OMB CIRCULAR A-128	133	OMB CIRCULAR A-133
GAS	Government Auditing Standards (yellow book)						
128	OMB CIRCULAR A-128						
133	OMB CIRCULAR A-133						

## 29.2 Change Contract Audit Records

**Overview** The CFMS user is provided the capability to change contract audit data for a CFMS contract. This is accomplished by use of the KAUD screen.

- Inputs**
- Required contract number
  - Required audit type
  - Required audit due date
  - Changes to audit received date
  - Finding issued changes
  - Finding resolved changes
  - Resolution due date changes
  - Resolution received date changes
  - Required responsible person
  - Required responsible person address
  - Required phone number
  - Comments changes

- Outputs**
- Updated of KAUD Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the CFMS contract for which the contract audit will be changed.

CFMS 4: KENT

**Contract Number** must be a valid entry in the KONT table.

**Audit Due Date** is the date the audit is due.

INST 4: BTAB

**Audit Type** must be a valid type listed in BTAB table AU.

**Responsible Person** identifies the person responsible for the audit.

Cross-ReferenceSteps

**Address** identifies the address of the person responsible for the audit.

**Phone Number** identifies the telephone number of the person responsible for the audit.

**Comments** additional information about the audit, findings or resolution.

2. Change KAUD record in CFMS.

CFMS 4: KAUD

- a. If the user is not on the **KAUD** screen, type **KAUD** in the Function Line. Press RETURN/ENTER.
- b. Type INQUIRE in the Function Line.
- c. At the Contract Number field type the desired contract number. Press ENTER/RETURN. Requested contract audit record should be displayed.
- d. Type CHANGE in the Function Line. Using the TAB key, move to Audit Required field and enter the changes to this field.
- e. Using the TAB key, move to Audit Due Date field and enter the changes to this field.
- f. Using the TAB key, move to Audit Type field and enter the changes to this field.
- g. Using the TAB key, move to Audit Received Date field and enter the changes to this field.
- h. Using the TAB key, move to Audit Received Date field and enter the changes to this field.
- i. Using the TAB key, move to Finding Issued field and enter the changes to this field.
- j. Using the TAB key, move to Finding Resolved field and enter the changes to this field.
- k. Using the TAB key, move to Resolution Due Date field and enter the changes to this field.
- l. Using the TAB key, move to Resolution Received Date field and enter the changes to this field.

## **CONTRACT MANAGEMENT PROCESSING**

## **PROCEDURES**

### **29.2 Change Contract Audit Records**

#### Cross-Reference

#### Steps

- m. Using the TAB key, move to the Responsible Person field and enter the changes to this field.
- n. Using the TAB key, move to the responsible Address field and enter the changes to this field.
- o. Using the TAB key, move to Phone Number field and enter the changes to this field.
- p. Using the TAB key, move to Comments and enter the changes to this field.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**29.3 Delete Contract Audit Information****Overview**

The CFMS user is provided the capability to delete contract audit data for a CFMS contract. This is accomplished by use of the KAUD screen. KAUD can not be deleted if KARD exists.

**Inputs**

- Required contract number

**Outputs**

- Updated KAUD Table

**Completing  
The Procedure**Cross-ReferenceSteps

CFMS 4: KARD

1. Determine the contract audit record to be deleted.
2. Inquire KAUD record in CFMS.
  - a. If the user is not on the **KAUD** screen, type **KAUD** in the Function Line. Press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. At the Contract Number field type the desired contract number.
  - d. Press ENTER/RETURN. Requested contract audit tickler record should be displayed.
3. Type **DELETE** in the Function Line and press RETURN/ENTER..

NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**29.4 Inquire Contract Audit Records**

**Overview**                      The CFMS user is provided the capability to inquire contract audit data for a CFMS contract.

**Inputs**                      •              Required contract number

**Outputs**                    •              Display of KAUD Table

**Completing  
The Procedure**Cross-ReferenceSteps

1.              Determine the contract audit record to be inquired.
2.              Inquire KAUD record in CFMS.

## CFMS 4: KAUD

- a.              If the user is not on the **KAUD** screen, type **KAUD** in the Function Line. Press RETURN/ENTER.
- b.              Type INQUIRE in the Function Line.
- c.              At the Contract Number field type the desired contract number.
- d.              Press ENTER/RETURN. Requested contract audit record should be displayed.